CONTRACTOR ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY (EOHS) HANDBOOK

Environment
Health
Safety
Property & Facilities Division
Issue 7 – May 2017
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Issue 7 – May 2017
PART 1 – UQ WORKPLACE

1. Introduction

Welcome to the University of Queensland (UQ) Contractor Handbook. This handbook is designed to provide Contractors, Subcontractors and their employees with an overview of working at the University and covers a range of information including Health and Safety, induction requirements, acceptable behaviour, access to buildings and emergency procedures.

All contractors shall comply with these instructions and procedures to ensure a safe working environment and ensure the protection of students, staff, public and the UQ community in general.

We have tried to keep this handbook as brief as possible without affecting the integrity of the information. If you have any comments or need further information, please contact the Health & Safety Coordinator, Property and Facilities Division.

Overview of Property & Facilities Division

In this Plan, the Contract Supervisor is referred to as the P&F Project Manager/Project Officer (P&F PM/PO). These terms are used interchangeably within P&F documentation.

UQ’s major campuses are located at St Lucia, Ipswich, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The main campus is at St Lucia, with other campuses at Gatton 80km to the west and at Ipswich 40km to the west. The University also operates a number of research stations and farms throughout Queensland.

The Property and Facilities Division (P&F) delivers comprehensive facilities management, using integrated systems and services, to support the University's teaching and research goals, its environment and strategic objectives of Learning, Discovery and Engagement. We achieve this throughout the Division in the core areas of service delivery, risk management, customer service, and resource and systems management.

In order to maintain and further improve the environment in which members of the university community study, work and live, the Division’s responsibilities cover a wide spectrum of essential services, which include the following:

<table>
<thead>
<tr>
<th>Asset Services:</th>
<th>Construction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>building maintenance projects, programs, repairs</td>
<td>alterations &amp; refurbishment projects</td>
</tr>
<tr>
<td>fire safety</td>
<td>general construction projects – car parks, walkways, feasibility studies</td>
</tr>
<tr>
<td>grounds &amp; ovals maintenance</td>
<td>minor works projects</td>
</tr>
<tr>
<td>security, locks &amp; keys, lost property &amp; alcohol permits</td>
<td>new building projects</td>
</tr>
<tr>
<td>work request call centre - PF Assist</td>
<td>complex special construction projects</td>
</tr>
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<td></td>
<td>(large/complex)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Engineering Services:</th>
<th>Deputy Director’s Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>campus infrastructure planning and augmentation</td>
<td>campus parking &amp; traffic management</td>
</tr>
<tr>
<td>electrical, mechanical, hydraulic, structural and civil</td>
<td>energy management</td>
</tr>
<tr>
<td>engineering systems</td>
<td>sustainability - carbon strategy, environmental management</td>
</tr>
<tr>
<td>site &amp; building floor plans</td>
<td></td>
</tr>
<tr>
<td>technical support, drawings and records</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Services:</th>
<th>Estate Planning:</th>
</tr>
</thead>
<tbody>
<tr>
<td>cleaning, pest control, recycling &amp; waste</td>
<td>master planning and site development plans for the University estate</td>
</tr>
<tr>
<td>fleet vehicles</td>
<td>property &amp; space management</td>
</tr>
<tr>
<td>furniture acquisition &amp; delivery</td>
<td>space analysis</td>
</tr>
<tr>
<td>store, mailroom and courier services</td>
<td></td>
</tr>
<tr>
<td>Gatton printery</td>
<td></td>
</tr>
</tbody>
</table>
The P&F Division manages Quality, Safety and Environmental Management systems. These systems demonstrate that the Division is focused on a continuous improvement and its intention to implement industry best practice.

If you have identified a non-conformance or have an improvement suggestion, please contact the relevant UQ Project Manager/Officer (PM/PO) or PF Assist on (07) 336 52222.

2. Disclaimer

The University of Queensland Property and Facilities Division has prepared this handbook in order to assist staff, contractors and their staff to work safely on University sites and abide by the University of Queensland requirements relating to people, property and the environment.

Every effort has been made to explain the local conditions, site rules and legal obligations, however, responsibility to understand and observe relevant legislation remains with the contractor.

Further information about OH&S legal requirements can be obtained from the Department of Justice and the Attorney- General, Occupational Health and Safety Unit, UQ or the P&F Health & Safety Coordinator (HSC).

Further information about environmental legal requirements can be obtained from the Department of Environment and Heritage Protection or UQ Sustainability Office.

3. Occupational Health and Safety Policy

The UQ OH&S Policy may be viewed from the UQ PPL at http://ppl.app.uq.edu.au/content/2.10.03-occupational-health-and-safety.

4. Contractors General Requirements

All contractor personnel must sit the on-line induction. To ensure contracting company details appear on the University contractor register, copies of the induction certification of the company’s staff, copy of their third party liability insurance and workers compensation details together with a completed and signed Contractor Registration and Induction form PF244 (Refer Appendix A) must be returned to PF Assist at Building 87, Services Road, St Lucia Campus. All contractor work must have safety documentation reviewed prior to the commencement of work. Construction safety plans for projects over $250 000 and Safe Work Method Statement (SWMS) for all other work. See Part 2 and Part 4 for further details.

All work must be separated from University staff and students. This can take the form of construction fencing bollards or orange balustrading.

All work must be identified using notice boards including the name of the principal or main contractor. Information required is the site supervisors name and contact details.

All contractors must sign in and sign out at PF Assist, Building 99, Glasshouse Road, St Lucia Campus or at the Security Hut at Ipswich Campus, or at the Jack Jones Building at Gatton Campus. For all other campuses, arrangements must be made with your PM/PO or the Maintenance Manager Remote Sites (MMRS).
Arrangements can be made with the UQ Project Manager/Officer (PM/PO) to produce an onsite sign in and out register. All contractors working on the sites with their own sign in/out register will not have to sign in and out at PF Assist.

5. Reporting Line - Contractor's Issue Resolution

```
OHS&E issue identified on-site. Identifier makes a note in diary about issue.

Is activity life threatening?

NO

Identifier contacts Project Officer (PO).

PO diaries issue and uses own authority to resolve issue. Contact Manager Sustainability (MSU) or HSC for advice as required.

Is issue resolved?

NO

PO contacts HSC or MSU. HSC or MSU attempts to resolve issue with contractor.

HSC or MSU:
- reports issue to relevant authorities
- completes & files appropriate paperwork
- informs UQ OH&S Unit of non-compliance

YES

Advise contractor to stop activity. Contact Site Manager (Contractor) or HSC or own Supervisor to resolve issue.

Po/HSC/MSU completes appropriate paperwork & monitors contractor's performance.

Documents filed

Contractor Evaluation System
```
Roles and Responsibilities

HSC – Health & Safety Coordinator

The Property & Facilities Health & Safety Coordinator (HSC) is responsible for the management of the P&F Safety Management System which includes staff training and training programs, the review of project safety plans for compliance, contractor performance, compliance audits, project inspections and strategic safety management plans. For further information visit http://www.pf.uq.edu.au/about-pol.html.

MSU – Manager Sustainability

The Property & Facilities, Manager Sustainability (MSU) is responsible for the management of the Environmental Management System which includes energy management reporting and auditing, recycling and waste management, environmental training and awareness programs, environmental legal management, water efficiency management reporting and auditing, environmental consultancy and management of environmental issues on UQ campuses. For further information visit https://www.pf.uq.edu.au/sustainability.

UQ OH&S Division

The OHS Division provides OHS advice to the university and it is the most authoritative body within the university when dealing with OHS issues. The OHS Division reports to the OHS Council on the status of the OHS management system for the university.

6. Asbestos

A large proportion of the buildings at all UQ locations were built in the period between the Second World War (1945) and before the asbestos prohibitions (1989). Asbestos building products were used extensively in buildings constructed during this period. These products include floor tiles, asbestos cement piping and sheeting, mastic material used to seal window frames, pipe and boiler insulation, ceiling tiles, insulation around heater banks in air conditioning duct work, laboratory equipment such as autoclaves, old electrical switchboards etc.

An Asbestos Management Plan has been developed to describe the preferred methods of identification, management and removal of asbestos from all University sites. Staff and contractors must adhere to the Management Plan whenever dealing with asbestos. No asbestos should be removed without consultation with the P&F Health and Safety Coordinator.

The University of Queensland has additional controls when removing or working with asbestos. Due to the sensitivity of asbestos within the University community, it is often necessary to perform additional air monitoring.

All asbestos removal jobs must be scoped by an independent consultant prior to tender and clearance reports must be obtained from an independent consultant at the completion of work. These consultants must be employed directly by UQ.

All identified asbestos items within University buildings have been marked with a warning label, with the exception of the Ipswich Campus. All items
have been listed in the University Asbestos Register. Copies are available from your P&F PO/PM.

An Asbestos Permit PF430 is required when drilling, cutting other otherwise working on asbestos. Note that this is not encouraged by the University. The removal of the asbestos product is preferred.

7. Cables and Services

There are numerous underground services throughout the University of Queensland, including electrical cables, pipes, gas and telecommunication services. Do not break ground without permission from your P&F PM/PO. The University of Queensland has site plans documenting service locations throughout University sites. The service location plans are not guaranteed to be accurate and Dial before Dig has limited information on UQ campuses. A survey for services may be required. Contact your project manager or officer if in doubt.

Where any work requires the isolation of services, notice must be given to the P&F PM/PO who will organise the relevant notification. 48 hours is the minimum notice period

Shutdown procedures must be used and users of the service must be notified.

8. Confined Spaces

A number of confined spaces exist at the University of Queensland and it is recognised that activities undertaken in confined spaces can be inherently hazardous to the worker’s health and safety.

A confined space is considered to be any space which, because of its location, contents and the activities performed within it, is likely to become deficient in oxygen, excessive in flammable/toxic vapours/gases or engulfment by solid particles at any time. It may be of any size. Confined spaces usually have limited openings for entry and exit and unfavourable natural ventilation. They are generally not designed for continuous worker occupancy. Examples of common confined spaces include drains, sumps, gas tanks, silos and degreasing baths, and at the St Lucia campus the Great Court tunnel. Several confined spaces at UQ have been provided with forced ventilation. These additional controls have been implemented to reduce the rigour required for rescue i.e.

Confined space $\rightarrow$ incident $\rightarrow$ rescue with winch or breathing apparatus.

Confined space $\rightarrow$ forced ventilation $\rightarrow$ incident $\rightarrow$ rescue can be performed as air quality is guaranteed.

Forced ventilation fails area is evacuated and entry only if rescue with winch or breathing apparatus is available.

Safe work method statement and entry permit is required for all work in a confined space. The Confined Space Management Plan and Confined Space Entry Permit Form PF179 (Refer Appendix A) are available from https://www.pf.uq.edu.au/contractors.

9. Emergency Procedures

Detailed procedures are displayed in all buildings at the University of Queensland describing the type of alarms, emergency exits, fire fighting equipment, muster areas, the name and location of the building for notification and location of manual alarms or telephones.

Don’t Panic. Keep calm in all situations.

IN AN EMERGENCY PHONE 3365 3333
Emergency Contacts:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>What to Do</th>
<th>Who to Contact</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>• Contact Security</td>
<td>Security</td>
<td>3365 3333</td>
</tr>
<tr>
<td></td>
<td>• Use preventive measures (e.g. fire extinguishers to contain fire)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explosion</td>
<td>• Contact Security</td>
<td>Security</td>
<td>3365 3333</td>
</tr>
<tr>
<td>Spill</td>
<td>• Contact Security</td>
<td>Security</td>
<td>3365 3333</td>
</tr>
<tr>
<td></td>
<td>• Alert people in the areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Alert relevant Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid</td>
<td>• Contact Security</td>
<td>Security</td>
<td>3365 3333</td>
</tr>
<tr>
<td>Medical</td>
<td>• Contact Security</td>
<td>Security</td>
<td>3365 3333</td>
</tr>
</tbody>
</table>

In an emergency situation follow these procedures:

1. **Assess the Situation**
   a) look for other dangers;
   b) seek assistance from security.
   c) administer immediate first aid;
   d) initiate any required immediate corrective action; and

2. **Decision to be Based On**
   a) your own competency in relation to the action required;
   b) the situation i.e. electrocution, fire, machinery failure; and
   c) the resources immediately available etc.

   Do not make yourself a casualty or create further complications by undertaking action beyond your control.

3. **Get Assistance**
   Contact Security and notify emergency services as required. Obey all directions from Security or emergency services in relation to the emergency (either over the phone or on site).

Important Contacts:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Person</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Safety Advice</td>
<td>P&amp;F Asset Services</td>
<td>Fire Safety Officer</td>
<td>3365 2329</td>
</tr>
<tr>
<td>Environmental Contingency Issues</td>
<td>P&amp;F Sustainability Office</td>
<td>Manager Sustainability Unit</td>
<td>3365 1587</td>
</tr>
<tr>
<td>Hazards, Risks and Emergency Advice</td>
<td>P&amp;F Occupational Health &amp; Safety</td>
<td>P&amp;F Health &amp; Safety Coordinator</td>
<td>3346 9268</td>
</tr>
<tr>
<td>Emergency</td>
<td>P&amp;F Security Section</td>
<td>Security Officer on Duty</td>
<td>3365 3333</td>
</tr>
<tr>
<td>Contractor Sign In, faulty reporting &amp; enquiries</td>
<td>PF Assist</td>
<td>PF Assist office</td>
<td>3365 2222</td>
</tr>
</tbody>
</table>
10. Incidents and Dangerous Events

For serious occupational health and safety incidence an On-line Injury, Illness and Incident Report ‘Workplace Injury, Illness and Incident Report’ form must be completed for any occurrence involving a student, staff member or visitor, as soon as possible. Environmental matters must be reported to the P&F Manager Sustainability Unit.

Note: All incidents must be recorded and investigated by the contractor.
11 UQ Specific Hazards

Due to the variety and nature of activities performed at the University of Queensland for teaching and research, you may encounter workplaces and work processes which are novel. In many cases these areas can be hazardous if the correct controls are not followed. You should not enter these areas and will need to sit specific inductions before performing work.

Following are some examples:

- Animal Houses
  Due to potential allergies, bites, scratches, kicks or infections associated with zoonotic diseases, specific procedures documented in the University of Queensland’s Animal Houses’ policy must be followed prior to entering areas where animals such as rats, mice, cats, monkeys, rabbits, guinea pigs, birds, dogs, sheep, goats, bats and small native animals are kept. Additional information may be obtained from the OHS Division’s Biosafety Team.

- Laboratories (including magnet houses and laser facilities)
  There are a variety of laboratories at the University of Queensland including chemical and biological laboratories where pathogens, carcinogens, lasers, radioactive material and recombinant DNA work is conducted.
  Do not enter a laboratory to carry out work or for any other reason without having been given a specific induction for the laboratory concerned. All laboratories do not have the same procedures. Many laboratories have a significant number of fume cupboards in operation and care should be taken when doing any work in and around these fume cupboards.
  You may be required to sit a specific induction for a laboratory. This will be indicated on the Hazards in Laboratories form PF306 (Refer Appendix A).
  **DO NOT WORK IN A LABORATORY WITHOUT A COMPLETED AND SIGNED PF306.**
  This document can be obtained from your P&F PM/PO, PF Assist or on the contractor’s web site.

- Chemical Store/Depot
  There are various chemical depots at the University of Queensland. No maintenance repairs or construction work is to be undertaken in a depot unless all hazardous substances or dangerous goods have been removed and cleaned from the depot. Consult the P&F PM/PO before working in or around a chemical depot.

- High Voltage Substations
  Access to high voltage substations at the University of Queensland is to be arranged through the P&F PM/PO. Only appropriately licensed and trained persons will be granted access to high voltage substations.

- Broken Pit Lids
  Broken or damaged pit lids have been identified as a potentially serious safety risk. Pit lids are the access covers for electrical, communications, water, irrigation and sewerage pits and also storm water grates. If, during the course of doing work at any University campus, contractors damage a pit lid or notice a damaged pit lid they should report it immediately to PF Assist on phone (07) 3365 2222.
12. PCBs in Fluorescent Lighting

Due to the hazardous nature of PCBs (polychlorinated biphenyls) to both human health and the environment, precautions are required to be taken with any items at the University of Queensland that contain PCBs. PCBs were commonly used as dielectric fluids in electrical equipment such as transformers and capacitors and can be found in metal-cased capacitors in fluorescent lights at the University of Queensland.

Generally, short term exposure to PCBs such as accidental spills or release of vapours due to overheating of a leaking capacitor does not lead to any long term health effects. However, excessive amounts of PCBs can cause irritation to the eyes and long term health problems with skin, hair and liver. PCBs are listed as a probable human carcinogen, i.e., repeated exposure over a period of years may lead to cancer.

PCBs do not breakdown in the environment and can have similar effects on wildlife as people. PCBs can also be accumulated in the food chain meaning in the worst case scenario, people can be exposed by eating exposed food plants and animals. PCBs cannot be released to the environment and must be contained on site.

For further information on the appropriate transport, treatment and disposal of PCB’s, please contact the Manager Sustainability Unit or the Maintenance Electrical Supervisor, or refer to the UQ OHS Guideline http://www.uq.edu.au/ohs/OHYG/OHYG-PCBS.pdf.

13. Access to Rooftops

Working at Heights Safety Management Plan has been written for the University of Queensland. The plan details legal and UQ specific requirements for using fall arrest equipment (Refer Appendix A for Fall Prevention Equipment Register). The plan also details the roof access permits required before work on the roof of any UQ building is permitted.

DO NOT ACCESS ANY ROOFTOP WITHOUT OBTAINING A PF184 ROOF ACCESS PERMIT

There are a large number of different safety systems in place on the roofs across UQ. As these systems are in various stages of serviceability it is imperative that a Roof Access Permit PF184 (refer Appendix A) is completed and approved prior to accessing any UQ building roof. Contact PF Assist for details – 3365 2222. The permit makes provision for brief inspections and for longer term work.
14. Indoor Air Quality

Indoor air quality refers to a range of characteristics including:

• air purity;
• air movement;
• the ratio of fresh air to recirculated air; and
• the amount of carbon dioxide and oxygen.

Indoor air quality is typically associated with office-type buildings that are ventilated by mechanical ventilation systems. For the purposes of this document, indoor air quality shall apply to any building that is normally occupied and which may or may not be fitted with mechanical ventilation systems.

Properties and Facilities main objectives in relation to indoor air quality are:

1. to ensure that the air quality supplied to the occupants of buildings, either owned or maintained by the University, is satisfactory and does not cause harm or discomfort;
2. to ensure that when air quality problems do arise they are contained and eradicated, thereby minimising their impact on the building occupants; and
3. to ensure the University complies fully with its legal requirements in relation to Indoor Air Quality.

Items that should be brought to the attention of contractors include:

• All photocopies and printers must be located in a vented enclosure or room;
• Off gassing of paints and glues may affect users in the same building or in adjacent buildings;
• Smoking is not allowed in any UQ building. This extends 6m past the entrance and from any air conditioning intakes.

15. Summary

This document has been developed to help contractors; particularly those new to this work environment, to understand the processes required in order to perform their work safely and effectively. It is important that P&F and its contractors do not disrupt teaching and research while performing their work. It is often easy to forget the reason why we here.

Any suggestions to improve this document and P&F processes will be most welcome.
PART 2 – SITE RULES

1. Maps and Finding Your Way on Campus

For those who are new to the University, our campuses can sometimes be difficult to navigate without assistance.

Campus maps are available from PF Assist, UQ libraries, or can be downloaded from the UQ website http://www.uq.edu.au/maps.

Also, UQnav, a free mobile application that contains searchable, interactive maps of UQ’s campuses is available to download at the Apple App Store or at Android. Further information on UQnav can be found on the UQ website http://www.uq.edu.au/uqnav.

2. Safe Work Method Statements

Safe Work Method Statements (SWMS) are to be produced by every contractor engaged in high risk work, construction work or any specified work at the University of Queensland. Copies of these SWMS are to be submitted to the P&F PM/PO for review prior to starting work on the site. All contractors should refer to Part 4 of this booklet –for further details.

3. Construction Project WHS Management Plan

These are required as per the Work Health and Safety Regulations 2011.

All WHS Management Plans must be reviewed by the Property and Facilities OHS Co-ordinator prior to the start of work. Please allow at least 7 days. Electronic copies of the plan and associated documentation are preferred. Plans must be submitted through the Project Manager.

All contractors should refer to Part 4 of this booklet –for further details.

4. 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 persons affected by alcohol or other drugs are not permitted to carry out work on University grounds. The consumption or abuse of drugs, including alcohol, is not permitted on construction or maintenance workplaces at the University of Queensland.

See the alcohol, tobacco smoking and other drugs policy on the UQ Policy and Procedure Library (PPL): http://ppl.app.uq.edu.au/content/2.30.17-alcohol-tobacco-smoking-and-other-drugs.

5. Confidentiality

It is our expectation that contractors, sub-contractors and their staff will respect the confidentiality of information obtained in the course of employment or associated work for the University.

6. Behaviour on Site

During any construction or maintenance work on site all contractors, subcontractors and their staff are to ensure the least amount of disruption possible to students, staff and visitors to the University of Queensland.

Offensive behaviour by any party will not be tolerated at the University of Queensland. Offensive behaviour includes:
• all behaviour and language that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, disability, sexual orientation, transgender status, or marital status; and

• behaviour such as whistling, unsolicited remarks of a sexual nature and swearing.

Noise near buildings should be kept as low as possible and loud radios and other music are not permitted.

7. **Barricades and Hoardings**

All construction and maintenance work is to be isolated from other activities, students, staff and visitors to the University of Queensland. Where this cannot be controlled by closing off areas of buildings or using a spotter to stop access temporarily to an area, then barricades or more substantial hoardings are required to be used. If at any stage during construction or maintenance work, or from past experience, a chosen method of isolation is found not to be successful, then a more appropriate control is to be implemented.

A description or diagram of the barricading, including the positioning of bins, must be listed in the safe work method statement or construction safety plan.

8. **Hazardous Substances**

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

The Hazards in Laboratories form PF306 is used when confirmation is required from laboratory staff that an area or machine has been cleaned or decontaminated prior to maintenance work.

No substance is to be brought onto site without the following information being provided to your P&F Project Manager/Project Officer (PM/PO):

• A full description of the substance including product name, use, quantity, etc;
• A copy of the Safety Data Sheet (SDS);
• A copy of the risk assessment relating to its specific use;
• Work procedures required for safe storage, use and disposal;
• Required training in order to use the substance (if required).

If you discover a mystery chemical, gas or substance, DO NOT attempt to touch, clean or remove it. Barricade the area and post a warning sign. Notify your P&F PM/PO so that they may take the appropriate action.

9. **Hot Work**

Hot work, including welding, thermal or oxygen cutting or heating and other related heat or spark producing operations, are not to take place in any building area without a Hot Work Permit PF220 (Refer Appendix A).

Staff and contractors must comply with P&F’s Hot Work Permit Program. The only exception are new builds where the principal contractor may use their own system. The P&F PM/PO or Contractor is responsible to ensure all their staff adhere to that program.

A Hot Work Permit must be submitted to the Project Manager before work commences and is available from https://www.pf.uq.edu.au/contractors. Lab Managers must be contacted before commencing work.

**Contractor Hot Work Information and Responsibilities**

As a contractor at the University, you are a partner in our continued success in preventing loss of life and increasing our levels of safety. We encourage your suggestion on how hot work can be avoided.
by using alternative methods. If hot work cannot be avoided, you are expected to strictly follow our procedures.

We will guide you in following our procedures for Hot Work and, if appropriate, you will be introduced to other University staff to discuss any unique conditions you should be aware of before commencing hot work.

Please read the University’s hot work rules, listed below, and assist us to maintain and improve our safety standards and protect against loss from possible fires.

**Contractor Hot Work Rules**

1. A Hot Work Permit PF220 is required for any maintenance or construction procedure involving hot-work in any area. Hot work includes, but is not limited to, heat, open flames, sparks or other ignition sources which may cause smoke or fire, or which may trigger detection systems. Examples are oxyacetylene heating, cutting and welding, arc welding, thawing pipes, sweating pipes or applying roofing materials with torches.
2. Responsible contractor/trade supervisor/person will determine if welding, cutting, soldering and heating must be done as part of the work order or project.
3. Hot Work Permit form PF220 must be obtained and authorised prior to commencement of hot works.
4. The form may be obtained from PF Assist during normal working hours or from Security after-hours or from the web at [https://www.pf.uq.edu.au/contractors](https://www.pf.uq.edu.au/contractors).
5. The details of the hot work must be registered at PF Assist on form PF450 Hot Work Register.
6. The form must be returned to the PF Assist on completion of the work.

Note: Contractors must contact Lab Managers before commencing work.
Note: Hot work should be indicated on the safe work method statement.

**10. Legislation**

Contractors must comply with all provisions of the Work Health and Safety Act, Regulation and codes of practice. Everyone working at the University of Queensland has a duty to:

- ensure their own safety and health;
- not place at risk any other person;
- not interfere with or misuse anything provided for safety and health at the workplace; and
- comply with instructions given for safety and health at the workplace.

If you identify a hazard and cannot undertake necessary rectification work to prevent a possible injury, notify the P&F PM/PO. No activity or task is so important or so urgent that it releases a contractor from the responsibility to ensure a safe and healthy work environment.

Contractors must also ensure compliance with all relevant environmental legislation, including the *Environmental Protection Act 1994* and associated Regulations.

All individuals at UQ, including contractors and their staff, are required to take reasonable steps to minimise environmental harm associated with all activities they undertake. In addition, all individuals have a duty to notify of environmental harm, should they become aware of an incident where actual or potential environmental harm is or may be caused.
11. Non-Compliance

Non-compliance with workplace health and safety and environmental legislation or the University of Queensland health, safety and environment requirements will be taken very seriously. The University of Queensland assesses contractors not only on their ability to meet construction requirements of the job, within time and cost restraints, but also on their willingness to perform their work safely and without affecting the health of themselves, others or the environment.

Should any contractors or their staff, observe or become aware of unsafe work or conditions they are required to take immediate action. The P&F PM/PO or project manager will be advised and the incident will be held on record. Contractors or their staff may be asked to leave the site.

12. Demolitions

A copy of the notice to the regulator must be provided to the P&F PM/PO prior to the start of any of the following demolition work.

(a) Demolition of a structure (or part thereof) that is load-bearing and is at least 6m in height or;

(b) Demolition work involving load-shifting machinery on a suspended floor or;

(c) Demolition work involving explosives.

13. Asbestos Removal Work

A copy of the notice to the regulator and a copy of the Asbestos removal control plan must be provide to the Property and Facilities OHS Co-ordinator or his agent for review prior to the start of any work.

14. Service Contractors

Specific EOHS requirements for service contractors are provided in the service contract. In general requirements include providing UQ with a document describing how the contractor plans to comply with UQ site rules, permit systems and emergency procedures. Service contractors are also required to submit for review, SWMS detailing work performed under the contract. These SWMS must be reviewed before the work is performed for the first time and annually thereafter. This review will be performed by the Contract Administrator. The P&F Health & Safety Coordinator is available to assist in this review process.

15. Smoke Free Environment

Smoking is prohibited in all University buildings (this includes the entrance and within 6m of an air intake) and vehicles. The University of Queensland upholds the right of an individual to work in a smoke-free environment.

16. Timing of Work

The University of Queensland needs to maintain an environment which is conducive to learning and research. Excessive noise can impact on this and all contractors working on University sites, must be mindful of sensitive periods during the year. In particular, the planning of any work must be done in consultation with the PO/PM.
All contractors should take the following circumstances into account when planning work:

- examination periods;
- teaching times;
- planned seminars;
- laboratory experiments;
- where dust or vibration may impact; and
- graduations.

17. Specific Policies

The University of Queensland has developed specific guidelines and policies on a number of safety and health and environment issues. If these guidelines and policies cover issues relevant to your work as a contractor on site, you must make yourself aware of the University of Queensland’s requirements by reviewing the following websites:

- [https://ppl.app.uq.edu.au/content/1.-university-organisation-and-governance](https://ppl.app.uq.edu.au/content/1.-university-organisation-and-governance)
- [https://ppl.app.uq.edu.au/content/2.-workplace-health-and-safety](https://ppl.app.uq.edu.au/content/2.-workplace-health-and-safety)

18. Training Responsibilities

- All contractors must sit the Environmental and Occupational Health & Safety (EOHS) induction and re-sit the training every 2 years;
- Contractors can complete the biennial contractor EOHS training via the University’s Online Contractor training program;
- Along with the induction, contractors must provide UQ with copies of their specific licences, workers compensation and third party liability insurance; and
- The Contractor Registration and Induction form PF244 must be used to notify UQ of any changes to information held on the contractor register.

19. After Hours Access

In instances where building services work is required to be undertaken after normal business hours, access can be granted by Security upon completion of the After Hours Access and Fire System Isolation form PF707 (Refer Appendix A). This form must be filled in by the contractor and authorised by the PO/PM who will then forward the form to University Security.

20. Keys

Offices and laboratories keys can be obtained from UQ Security after completion of a Building Master Key Request form PF354. This form must be signed by the authorizing officer, which will in most cases be the PO/PM, and handed to UQ Security. Photo identification must be provided to the Security Officer upon collection of the keys.

Service keys can be obtained from PF Assist. Service keys provide access to plant rooms, electrical risers, switchboards and various other service areas within buildings.
PART 3 – THE ENVIRONMENT

1. Environmental Legislation

The University and its contractors must comply with all relevant environmental legislation. Relevant legislation includes, but is not limited to:

- Environmental Protection Act 1994
- Environmental Protection Regulation 2008
- Environmental Protection (Waste Management) Regulation 2000
- Environmental Protection Policies
  - Air 2008
  - Noise 2008
  - Water 2009
- Work Health and Safety Act 2011 (for Dangerous Goods)
- Nature Conservation Act 1992

2. Legal Duties and Responsibilities

All individuals associated with a project at the University, including contractors and sub-contractors, have a legal responsibility to protect the environment at UQ.

2.1 General Environmental Duty (EPA s319)

Applicable to all individuals. For supervisors, this is in addition to the Executive Officer Liability outlined below, though many requirements overlap.

An individual must take all reasonable steps to minimise environmental harm associated with all activities they undertake. To determine what measures should be taken to meet this requirement, a person must consider the following:

- The nature of any potential pollution;
- The sensitivity of the environment where the pollution may occur or end up;
- Financial implications of the actions;
- The current technology available; and
- The likelihood of success of the implemented actions.

A person that also considers and abides by any relevant codes of practice, industry standards or environmental procedures (as developed by the company) will also ensure that appropriate measures have been followed to minimise environmental harm.

If an individual thinks company processes or procedures are inadequate, then they should tell their supervisor and not undertake the associated activity until they are satisfied with the measures put in place.

A person is also required to notify of any activity they believe may be causing environmental harm (pollution) under this requirement.

2.2 Executive Officer Liability (EPA s493)

Applicable to University Principle Contractors, Site Foreman and any individual with a supervisory role.

Any person with a supervisory role has a responsibility to ensure their company (and therefore staff) do not breach the Environmental Protection Act 1994. To satisfy this requirement, persons should:

- Be familiar with the environmental effects of their activities;
- Identify who has responsibility for environmental management;
• Be familiar with and ensure procedures exist to minimise environmental impacts that meet legislation, industry standards and risk assessments;
• Demonstrate environmental responsibility to stakeholders (employees, public, etc);
• Exercise control over environmental performance of individual contractors; and
• Keep records to show compliance with environmental requirements.

This may require the existence or establishment of appropriate systems and procedures for reacting to potential incidents.

2.3 Duty to Notify Environmental Harm (EPA s320)

Applicable to all individuals.

If you become aware of an incident where actual or potential environmental harm is or may be caused, the Department of Environment and Heritage Protection (DEHP previously DERM), must be notified. This is regardless of whether you have been directly involved in the incident or if you observe others causing it.

At the University of Queensland, an individual fulfils this duty by:

• Reporting breaches to your supervisor or the site foreman. It is then their responsibility to notify their supervisor and so on until the Manager Sustainability (MSU) has been notified.
  * If you are unable to contact your direct supervisor then you must notify the PM/PO or MSU. The MSU will report breaches to DEHP on behalf of the University. If no one is available to report to, then you must notify DEHP directly by calling the Pollution Hotline: 1300 130 372.

• MSU will attend the site and investigate the incident to determine if it needs to be reported to DEHP.

• If the incident warrants DEHP notification, you must provide all information requested by MSU. Any information provided to DEHP at this stage cannot be used if the department decides to pursue a prosecution. Therefore the more information you provide at this stage, the better.

• You may also be asked to complete an Environmental Incident Form PF622 (Refer Appendix A) which will be provided to you by MSU.

The EP Act does not override WH&S legislation. However, if it is safe to do so, when faced with an environmental incident, try to minimise any environmental harm (e.g. use spill kits).

3. University of Queensland Environmental Policy

The Environmental Policy is the key policy for contractors. It outlines UQ’s environmental performance and commitment to conduct its activities in accordance with the Environmental Protection Act (Qld) (1994) and associated legislation. Other policies, including the Sustainability Policy, are also relevant.

Everyone working at UQ has a responsibility to conduct themselves and their activities in accordance with University Policy.
Compliance with the Environmental Management Policy may mean that you must:

• Be familiar with the environmental impacts of your activities;
• Ensure that all staff are competent to undertake their tasks by providing induction training and training on applicable environmental procedures;
• Develop and ensure that procedures are followed to minimise environmental risks (impacts) associated with the work you are undertaking;
• Make available the resources to ensure you are able to comply with the requirements of this policy; and
• Keep records to show compliance with environmental requirements and demonstrate due diligence.

UQ has a proactive approach to environmental management and operates an Environmental Management System (EMS) which covers its operations. Part of this management system includes inspections and audits conducted by MSU, HSC or PM/PO. These audits may be undertaken as part of a random or programmed audit schedule, or be undertaken in response to an incident or complaint.

For information on other applicable policies see the Sustainability section of UQ’s Policy and Procedures Library.

4. Environmental Risks

An Environmental Risk is any activity or process that is likely to harm or impact the environment.

Contractors are responsible for identifying hazards and controlling the environmental risks associated with their projects.

Typical areas of Environmental Risk for Contractor's include:

• Air Emissions
• Hazardous Substances
• Waste Management
• Land Management
• Stormwater and Erosion
• Water Conservation
• Energy Conservation
• Vibration and Noise
• Flora and Fauna
• Heritage and Cultural Issues
• Contingencies/Emergencies

5. Air Emissions

Common types of air emissions from contractor works may include:

• Dust from demolition, earthworks, etc;
• Chemical off gassing from paints, chemicals and solvents;
• Plant exhausts when operating machinery; and
• Odour from sources such as sewers, effluent ponds, chemicals etc.

If there is a risk that any air emissions are likely to impact or affect areas external to the University, the contractor must consider control measures.
5.1 Dust
Dust must not leave a contractor’s work area or site. This can be achieved by suppressing dust or containing it within the work area. Common practices include:
- Wetting or keeping work surfaces moist (in accordance with relevant guidelines).
- Scheduling or planning dust generating activities to reduce the likelihood of dust leaving the site (i.e. avoid earthmoving on windy days).
- Using contained work areas where dust is generated (possibly in conjunction with mechanical separation equipment). A workshop with an exhaust and cyclone system is an example.

5.2 Chemical Off Gassing
Volatile chemicals will escape to the air when they are left open and exposed to the atmosphere. To prevent environmental harm and/or occupational health and safety issues, the amount of chemicals lost can be minimised by:
- Using small quantities. The less chemical exposed to the atmosphere, the less lost; and
- Using volatile chemicals in purpose built or appropriate areas. Typically, this will be in areas with appropriate extraction systems and/or filtering/scrubbing equipment on exhausts.

5.3 Plant Exhausts
Machinery and other combustion equipment and engines exhaust greenhouse gases to the atmosphere. These can be minimised by:
- Ensuring plant is serviced regularly;
- Using the appropriate fuels/air mixes; and
- Shutting down plant when not in use.

5.4 Odour
Measures should be taken to minimise, if not eliminate, odours leaving the site.
- Use methods as discussed for chemical off gassing as above;
- Ensure plentiful ventilation is provided;
- Consider odour masking only as a last resort;

Odours from off gassing of solvents is a common source of complaint.

5.5 Monitoring
As a mechanism for checking the effectiveness of air emission controls, you may consider monitoring. Depending on the type of emission the following may be used:
- Gas meters to detect emissions of chemicals.
- Dust monitors to determine levels of dust and particles. These may be pumps or settling pads depending on the dust.
  If working with asbestos, dust monitoring is compulsory.
- Odour monitoring. (This is complex and not effective for determining instantaneous levels. It would only be considered on large scale works to determine exposures and whether controls would be needed).
6. **Hazardous Substances**

A hazardous substance can usually be identified by a dangerous goods diamond on the packaging. However, any material that may have a negative effect on the environment should also be considered a hazardous substance.

A hazardous substance may be something a contractor brings to site, something generated as a result of work being undertaken or waste that has to be removed from site.

Hazardous substances may also be referred to as:
- Dangerous Goods;
- Regulated Wastes;
- Prescribed Substances; and
- Trackable Wastes.

**6.1 Types of Hazardous Substances**

Common types of hazardous substances that contractors may encounter across University sites include:
- Chemicals
- Pathogens
- Poisons
- Radioactive material
- Asbestos

**6.2 Hazardous Substance Management**

Hazardous substances must not be released to the environment. Prevent loss to the environment by:
- Storing substances in an appropriate manner, on a surface with low permeability and in an area with spill controls. Do not store on soils or gravels, near stormwater drains or gutters, etc;
- Decanting fuel or other liquids into mechanical plant in areas where spills can be contained and controlled;
- Ensuring appropriate spill equipment is available;
- Ensuring a MSDS is available for all substances; and
- Disposing of hazardous substances in accordance with applicable legislation and UQ waste procedures.

7. **Waste Management**

A waste is any gas, liquid, solid or energy (or a combination of these) that is surplus to or an unwanted by-product of an activity. Wastes from University contract sites can typically be considered as one of the following:
- General (including builders and maintenance waste)
- Recyclable
- Hazardous
- Energy (refer to Section 11).

Waste must be minimised following the waste hierarchy:
- Avoid generating the waste by ordering exact volumes and amounts of materials.
- Reuse materials. When possible, reuse off-cuts and wastes on other projects and jobs.
• Recycle wastes by providing them to recycling contractors or others who can process the waste.
• Energy Recovery. Provide wastes to facilities to burn for energy generation.
• Treat waste prior to disposal to reduce the hazardous characteristics of the waste.
• Disposal as a final option, when no further use can be gained from the material.

Know how to handle and dispose of wastes you generate before you start work. Different types of waste have different legal requirements.

7.1 General Rules for Waste Handling
Regardless of the type of waste, all contractors have specific responsibilities as follows:
• Contractors are responsible for all wastes they generate. They must make arrangements to remove them from site themselves. University bins should not be used for disposing of wastes unless you have specific permission from the P&F PM/PO.
• Segregate all wastes. You will always pay for the most hazardous component.
• It is recommended that all wastes are transported by a licensed company and disposed of at a licensed site (not just regulated and trackable wastes). This will ensure legal disposal and a disposal receipt can be requested for assurance.
  * A disposal receipt is a compulsory requirement if disposing of asbestos. The receipt must be provided to the HSC.

If you have written permission to use UQ’s waste systems, ensure that you follow all instructions given to you and know which bins to put your waste in. Bins in the University are typically colour coded as follows:

<table>
<thead>
<tr>
<th>Colour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>Clinical</td>
</tr>
<tr>
<td>Green with Red Lid</td>
<td>General Waste</td>
</tr>
<tr>
<td>Purple</td>
<td>Cytotoxic</td>
</tr>
<tr>
<td>Green with Yellow Lid</td>
<td>Recyclables</td>
</tr>
<tr>
<td>Red</td>
<td>Radioactive</td>
</tr>
<tr>
<td>Green with Lime Green Lid</td>
<td>Animal Waste</td>
</tr>
<tr>
<td>Light Grey</td>
<td>Paper</td>
</tr>
<tr>
<td>Green with Red Lid and ‘Lab Glass Only’ sticker</td>
<td>Laboratory Glass</td>
</tr>
</tbody>
</table>

7.2 Resource Recovery
There is often an opportunity to recover materials and costs on some types of wastes. Consider the following when evaluating your waste recovery options:
• Can materials be reused on the current or upcoming project to offset new products?
• Does the waste have any value?
• Can materials be sold or auctioned (i.e. metals, timber, green waste)?
• Can materials be donated to a relevant community program or organisation?
7.3 Liquid Waste Disposal
Unlike general solid waste, liquid waste cannot be disposed of in skips or bins. Other considerations have to be made:

- Depending on the nature and risk posed by the liquid waste, it can be put to sewer, stormwater, or disposed of at a licensed site.
- Pre-treatment is required if considering releasing waste water to sewer.
- A licence is generally required to make a sewerage connection.

7.4 Regulated and Trackable Wastes
Regulated and Trackable wastes have specific handling and disposal requirements under the Environmental Protection (Waste Management) Regulation 2000. Contractors are responsible for knowing when they are generating one of these wastes.

If you are generating one of these wastes you must address the following:

- Organise required approvals or licences to generate the waste.
- Arrange a licensed operator to transport the waste.
- Ensure the waste is disposed at a licensed facility.
- Complete and lodge waste tracking documentation.

The above issues should be resolved prior to wastes being generated. By engaging a licensed waste transporter, they will often be able to assist you to meet your requirements.

7.5 Wastes in Laboratories
If you are working in a laboratory and have been given permission to dispose of wastes in University bins, tell the laboratory manager at the induction what wastes you will be generating and clarify where they can be disposed.

The waste streams in laboratories are not always intuitive and some harmless wastes may require special disposal to prevent confusion at the disposal facilities.

8. Land Management
Contractors must have processes in place to deal with land management issues, particularly if any earthworks are undertaken. The main land management issues to be considered are:

- Land Contamination;
- Land use restriction including movement of materials; and
- Soil Characteristics.

8.1 Land Contamination
Many UQ sites have registered actual or potentially contaminated areas. If working in these areas precautions must be taken to prevent the spread of contaminants. These measures include:

- Sampling of soils to determine if or to what extent an area is contaminated.
- Approvals must be sought from DEHP to remove contaminated soil from site.
- Contaminated soil must be contained on site.
- Ensure that when material is removed from site it is not lost from the transport vehicles.
- Contaminated soil is a trackable and regulated waste and must be transported by a licensed contractor.
8.2 Land Use Restrictions
Restrictions may be imposed on land use and movement of materials to ensure that land is being used appropriately.

- Approvals are required for disturbing land in, or moving materials from, fire ant control zones.
- Hazardous liquids or other materials must not be placed directly on soil, dirt or gravel areas.
- Permissions may be required for parking on or traversing land (i.e. easements).

8.3 Soil Characteristics
The characteristics of some soils may require special controls.

- Acid sulphate discharge from soil disturbances must be prevented
- Saturated soils are inappropriate for traversing, parking, excavation works and storage. Any damage will have to be repaired by the contractor.

9. Stormwater and Erosion
Any materials that may wash, flow or blow away must be managed to prevent loss from the site and potential contamination. Areas that may require stormwater and erosion control include:

- Stockpiles of soil or waste;
- Stores of hazardous material; and.
- Exposed sites (e.g. bare soil from clearing).

9.1 Stockpiles
Materials from stockpiles must be prevented from leaving the site (airborne or waterborne). Some preventative measures that may be taken include:

- Cover stockpiles with tarpaulins to prevent wind and water disturbance;
- Keep loose material moist so they stick together. Take caution not to overwater as this may cause runoff and erosion;
- Plant and maintain grass on soil stockpiles to improve stability; and
- Use stormwater controls around bases of stockpiles.

9.2 Stores of Hazardous Material
All hazardous materials must be prevented from leaving the work site and the potential for contamination (i.e. through spills or leakages) must be minimised.

Ideally, materials should be stored on hardstand areas (concrete, compacted soils, etc) and bundled or stored in purpose built containers.

9.3 Exposed Sites
Exposed sites (i.e. sites cleared of vegetation and hard cover) must be contained or controlled to prevent water, soil and other materials from leaving the site. Control measures that can be implemented include:

- Diverting stormwater around the site using gullies and drains.
- Intercepting stormwater leaving the site and filtering it with silt fences, hay bales, etc.
- Using purpose built interceptors at release points. In some cases cages can be built to fit into curb side drains. Note: this measure prevents contamination of stormwater systems but does not prevent the material leaving the site.
- Slowing or pooling stormwater on exposed surfaces to allow soils to settle before leaving site by terracing, maintaining flat surfaces and using bund walls or ponds.
- Replanting or covering exposed areas as soon as work is completed.
10. **Water Conservation**

Contractors must comply with the University’s [Water Management Policy](#) and associated procedures. Contractors are required to:

- Use water in an efficient manner and in line with best practice water management;
- Use recycled water sources to minimise reliance on potable water supplies; and
- Report any water leaks to PF Assist on 3365 2222 or email pfassist@pf.uq.edu.au.

Site-specific water management procedures may also apply for certain UQ sites, so you must be aware of those applicable to the site/s you are working at and ensure compliance with them.

In relation to contractor works, water efficient practices and/or water quality controls must be considered for:

- Cleaning and washing buildings, windows, pathways, and hard surfaces;
- The use of water on construction sites (e.g. for dust suppression);
- The use of water in building and construction processes;
- Watering of gardens, lawns and landscaped areas; and
- Washing of vehicles.

11. **Carbon Management**

UQ is committed to understanding and reducing its carbon footprint. Contractors’ greenhouse gas emissions need to be managed as part of UQ’s Carbon Strategy.

11.1 **Energy Conservation**

The University recognises the need to conserve energy and is committed to reducing greenhouse gas emissions from all operations.

Contractors must comply with UQ policies and procedures for energy management by:

- Turning off lights, air conditioners, equipment, machinery and plant when not in use;
- Using energy efficient equipment and processes;
- Removing plant that is rendered unnecessary or ineffective by contract works from service (e.g. shutting down air conditioning if work space is opened to the external environment); and
- Reporting faults to PF Assist on 3365 2222 or email pfassist@uq.edu.au.

11.2 **Monitoring and Reporting**

Large contractor emissions, which meet the [National Greenhouse and Energy Reporting Act 2007](#) (NGER Act) facility reporting threshold, are required to be reported to the government annually by the contractor under the Act. Contractors should therefore provide the relevant information to UQ to ensure that no double counting of emissions occurs.

Smaller contractor’s activities are deemed to be under the ‘overall control’ of the University. The contractor’s energy consumption, energy production and emissions are considered part of UQ’s reporting obligations and therefore contractors must make provisions to capture energy consumption, energy production and emissions data (i.e. electricity use, solid, liquid and gaseous fuel use, bitumen use, etc) and provide it to UQ when instructed to do so.
12. Vibration and Noise Management

Noise is tightly regulated under the Environmental Protection Regulation 2008 and the Environmental Protection (Noise) Policy 2008. It is critical that noise and vibration do not cause nuisance to properties neighbouring the University. Noise and vibration that can be heard or felt by someone occupying an affected premise is considered a nuisance.

UQ considers a neighbour to be any premises used for residential accommodation, whether external to or within UQ’s boundaries, including:

- Private Residential Properties;
- Colleges; and
- University Rental Houses.

Nuisance impacts from contractors usually result from one of the following:

- Building Work – Any noise from a construction site.
- Regulated Devices – Any noise-generating plant or tools (e.g. pneumatic tools, compressors, lawnmowers, chainsaws, concrete cutters, etc).
- Vibration – Any vibration carried through structures or the ground (e.g. jack hammering, rock breaking, blasting, etc).

The below time restrictions are state regulations. Local government may have by-laws that further restrict this. University contracts and site rules may also impose more stringent controls. For example, the rules for St Lucia Campus do not permit building work before 7.00am.

12.1 Building Work

- Audible noise can only be generated Monday to Saturday between 6.30am and 6.30pm. At UQ St Lucia Campus, and some other sites when specified, audible building work is not permitted before 7:00am.
- There is no limit on how loud the noise can be.
- Non-audible noise (e.g. noise that cannot be heard from a neighbouring property) may be generated at any time, including Sundays and Public Holidays.
- Noise levels may be reduced through the use of noise enclosures and barriers.

12.2 Regulated Devices

If a regulated device is used on a building site, its use must comply with Building Work restrictions detailed above. Otherwise:

- Audible noise can only be generated Monday to Saturday between 7am and 7pm and Sunday and Public Holidays between 8am and 7pm.
- Non-audible noise from regulated devices may be generated at any time, including Sundays and Public Holidays.

12.3 Vibration

Any vibrations that may damage property beyond the construction site must be prevented. To achieve this, contractors may have to look for alternatives to minimise the risk.

Be aware of the area you are working in. If you think it likely that pre-existing damage may be perceived as being a result of your work, you may wish to consider undertaking a dilapidation report to record evidence of existing damage.
13. Flora and Fauna

Contractors must not harm native and protected plant and animal species. They must also limit impact on all significant and desirable species on University sites.

13.1 Plants
Minimise destruction of established plants. If your activities are going to affect plants, trees, gardens, lawns or landscaped areas you must:

- Confirm all clearings with the P&F PM/PO prior to commencing work.
- Relocate vulnerable, rare, endangered or identified species beyond the impact or work area.
- Rehabilitate/replant areas as soon as practicable.
- If you are working in particularly sensitive environments (such as river, creek and lake banks), Land for Wildlife or protected areas, additional precautions may be required.

13.2 Animals
Significant or protected animal species are not to be harmed. Your activities may affect animal habitats or animals may become a nuisance in your work site. The following measures can be taken to minimise these impacts:

- Identify animals in your work area and arrange relocation by licensed personnel.
- Prevent encouragement of nuisance animals by maintaining a tidy site and clearing waste regularly.
- If undertaking pest control use only approved and targeted poisons.

4. Heritage and Cultural Areas

Most University campuses and sites have identified buildings and areas of heritage and cultural significance. As contractors, you are not expected to know or be able to identify these areas, but you must be aware that additional measures may have to be taken in locations such as:

- Older buildings, structures and/or the grounds near or surrounding them, including the Great Court (St Lucia), Customs House, Herston Medical School, Gatton Campus and Ipswich Campus.
- Grounds, particularly near permanent waterways. These areas may require approvals from native title holders before commencing work.
- Other locations specially identified by the University where consultation with indigenous groups is undertaken as part of the management of the site (e.g. Stradbroke Island Research Station).

When working in these areas, contractors must prevent the destruction of cultural and heritage values and maintain them for future generations.

Control measures that may be required in these locations include:

- Determine any requirement for approvals and obtain them through the P&F PM/PO prior to commencing work.
- Ensure the conditions of approvals are complied with.
- Where there may be pre-existing damage in the area you are working, you may wish to consider taking evidence of that damage (i.e. a dated photograph).
15. **Contingencies / Emergencies**

Contractors must be prepared for any reasonably expected emergency, failure or accident.

Contingencies and emergencies should be identified as part of the risk assessment process. Once identified, control measures for prevention and response must be detailed as part of the management of that risk.

Potential emergency situations include:

- Hazardous material spills;
- Fires/explosions;
- Improper or illegal dumping; and
- Failure of stormwater controls.

Emergency procedures should refer to items such as:

- Appropriate spill equipment.
- Appropriate fire retardants/extinguishers.
- The application of absorbent to isolate stormwater systems. For example, if large quantities of fuel are stored on site, absorbent cannot be held to contain all of it, but enough could be held to isolate stormwater drains.
- Reporting structures to ensure that incidents are reported correctly and in a timely fashion.

All contractors must have their own system of recording, investigating and monitoring accidents and incidents. The basic information that should be recorded if an incident occurs includes:

- Time and date;
- Location;
- Known/probable cause;
- Environmental harm caused;
- Immediate corrective action; and
- Actions to prevent reoccurrence.

If MSU is required to attend site to determine if the incident needs reporting to DEHP, the above information will be requested.
PART 4 – ENVIRONMENTAL & OCCUPATIONAL
HEALTH AND SAFETY (EOHS) PLAN AND SWMS

SECTION A – PRODUCED BEFORE WORK COMMENCES

1. Criteria

A contractor Environmental & Occupational Health and Safety Plan (EOHS Plan) must include as a minimum:

1. Full company details (name, address, ABN).
2. Appropriate scope of works – this is to be a simple, brief description of the scope of work included in the contract. The description should be such that a person without first-hand knowledge of the contract would gain an understanding of the type of work being carried out and under what conditions or restrictions.
   The scope of work must include, but is not limited to, the following:
   • A list of the major tasks/activities and types of work.
   • Details of conditions in work areas that may increase the difficulty of the work.
3. Date of commencement.
4. Estimated completion date.
5. Safe work method statements.
6. Frequency of site inspection – these are contractors own audits of their sites.
9. Proposed method of keeping P&F MSU/PM informed of statistics – the statistics required are copies of audit reports conducted by contractors on their sites and relevant energy consumption, energy production and emissions data where applicable.

2. OHS Roles and Responsibilities

Detailed responsibilities in the form of duty statements for each person or level within the company should be developed to ensure health and safety management is an integral function of their role. It should be made clear that health and safety responsibilities are no less important than any other duties which a manager or worker may have.

Copies of responsibility statements are to be included in the site specific environmental health and safety plan.

A responsibility statement will:

• State person(s) to be used on the project & their trade qualifications/certification;
• Detail the person’s responsibility to provide safe plant and equipment and systems of work;
• Detail the person will use permits to work system for high voltage work, confined space entry, hot work and roof access; and
• Ensure that all personnel will conform to UQ security, safety, health and environmental requirements.
3. Environmental Policy & Procedures

All Contractors on UQ premises are bound by the University's Environmental Management Policy (refer to Part 3 of this booklet). It is aimed at ensuring relevant environmental laws and regulations are complied with and protection of the environment is enhanced. It requires contractors to comply with relevant UQ processes, state and federal environmental laws and regulations, and put in place controls to protect the environment during all work.

If the Contractor fails to comply with the Policy, he/she will be liable for restoration. Notwithstanding this, all Contractors must ensure compliance with the Environmental Protection Act 1994.

Depending on the extent of a contractor’s work and the potential for impact on the environment, you may be required to include environmental aspects in the EOHS Plan. If any potential impacts are identified, the contractor must develop an Environmental Management Plan (EMP) as part of the EOHS Plan which must be approved prior to commencing work. The EMP should include the following:

- **Environmental Approach**
  This should outline:
  - Company policy statement and/or project environment policy;
  - Document control processes;
  - Project organisational chart, highlighting the environmental responsibilities of individuals;
  - Process for monitoring environmental performance; and
  - Environmental training/instruction for contractor’s staff.

- **Environmental Management Strategy**
  This should be comprised for each activity that impacts the environment and include:
  - Objective/s;
  - Identified risk;
  - Strategies;
  - Control actions;
  - Monitoring and reporting; and
  - Corrective actions.

- **Contingencies.**
  In order to manage the risks associated with these activities, identify controls to be implemented in regard to:
  - Air emissions;
  - Hazardous substances;
  - Waste management;
  - Land management;
  - Stormwater and erosion;
  - Water conservation;
  - Energy conservation;
  - Vibration and noise;
  - Flora and fauna; and
  - Heritage and cultural issues.
3. **SWMS Requirements**

- What is the contractor company Name
- What is the contractor's Australian business number?
- Location of works (address / building / Floor)
- On what date was the SWMS produced and what is the proposed date of the work?
- Is the contractor UQ Inducted
- Does the SWMS list the UQ emergency contacts?
- Is the SWMS signed and dated by a senior management representative?
- Does the SWMS define who is responsible for monitoring the SWMS activity
- Does the SWMS include a description (scope of works) of the work to be undertaken?
- Does the SWMS define the actual step-by-step method of doing the work?
- Does the SWMS identify the hazards associated with each step of doing the work?
- Does the SWMS assess the risk associated with each step of doing the work?
- Does the SWMS define controls to manage risk associated with each step of the work?
- Does the SWMS implement the hierarchy of control?
  - (Elimination, Substitute, isolation, engineering, administrative, or personal protective equipment)
- Does the SWMS include the details of any competency requirements, tickets or licenses required to operate machinery and perform the work?
- Does the SWMS identify the plant, tools & equipment most likely to be used?

**SECTION B - CONTRACT STAGE**

Keep the Plan up to date with completed and reviewed SWMS, inspection records, incident reports, incident investigations, completed permits, external audits, MSDS and other relevant documents.

OH&S and the Sustainability Office retain the right to inspect the Contractor's worksite at any time to ensure all EOHS procedures and rules are being followed. Failure to follow such rules and procedure is a breach of the contract, and violation of the *Work Health and Safety Act 2011* and *Environmental Protection Act 1994*.

**SECTION C - POST CONTRACT STAGE**

- Until handover has taken place, the contractor shall be solely liable for any accidents, injuries, damages or loss to any person, or to property of any person arising from the carrying out of the work. Handover of site will not be effective until the Contractor Site Handover Certificate form PF398 (Refer Appendix A) has been signed by all listed parties. A PF398 may be used for this function in the absence of any other formal documentation. This form can only be obtained from the PF PO/PM.

A copy of the completed EOHS plan (i.e. the plan and all the additional items collected during the project) must be sent to the UQ project manager who will file the document until the end of the defects period or for one year.
APPENDIX A - ASSOCIATED FORMS

For more information visit the contractor website at https://www.pf.uq.edu.au/contractors.

1. Contractor Induction and Registration Form PF244.
2. Hazards in Laboratories PF306
3. Roof Access Permit PF184
4. Hot Works Permit Form PF220
5. After Hours Access and Fire System Isolation form PF707
6. Environmental Incident Form PF622
7. Confined Space Entry Permit Form PF179
8. PCBs in Fluorescent Lighting – OHS Guideline
9. Fall Prevention Equipment Register
10. Water Efficiency Management Plan (WEMP) Template for Contractors
11. Contractor Site Handover Certificate Form PF398