

CONTRACTOR HEALTH AND SAFETY INDUCTION CHECK LIST

Section	Health and Safety
Contact	People and Organisational Development
Last Review	August 2014
Next Review	December 2017
Approval	University Health and Safety Manager

Guideline:

Induction of contractors to the campus will vary according to the nature of the work to be performed and the areas in which they will be working. University Staff inducting contractors may vary the areas to be covered where applicable; however these changes must be noted on this induction checklist accordingly. Sections not relevant may be marked with 'N/A'.

A copy of this induction is to be provided to the Contractor either at the time of induction, or via e-mail within 24 hours of the induction.

An alternative to the check list below is to use a contractors handbook (provided it cover the same information needs) that is retained by the inductee for daily reference.

This check list may be superseded by web based induction.

CONTRACTOR DETAILS

Name of Contractor/Company:	
Contractor/Representative:	Ph:
Email Address:	
Contract Details:	

INDUCTION DETAILS

Date:	Site to be Inducted:	
Information to be covered:	Explained	Comments
1. Massey University Health & Safety Policy * Copy to be provided, highlighting applicable sections.	<input type="checkbox"/> YES	
2. Site Specific Emergency Procedures * Copy of Campus map to be provided, detailing evacuation areas as applicable Security: 0800 Mass 50 Facilities Management Helpdesk:	<input type="checkbox"/> YES	
3. Campus Security		
3.1 Sign in/ sign out register All contractors and their employees must record their presence on site by filling in the Visitor Control Register at the Facilities Management Helpdesk upon entering & leaving the Campus. Contractors called on to Campus outside normal working hours must advise Campus Security when entering & leaving the Campus.	<input type="checkbox"/> YES	
3.2 Identification Contractors are required to carry their Massey contractor ID at all times whilst working on Massey University property.	<input type="checkbox"/> YES	

<p>3.3 Keys & swipe cards</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>4. Area Access</p>		
<p>4.1 General Areas Keys to access buildings, plant rooms, switchboards can be obtained from the Facilities Helpdesk upon signing in</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>4.2 Restricted Access Areas Permission must be sought from Facilities Management prior to entering any restricted area.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>4.3. Roof Access Permission must be sought from Facilities Management prior to gaining access to roof space</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>4.4 Laboratories No contractor must enter any laboratory without permission & induction from the Laboratory Manager</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>5. Permits to Work</p>		
<p>5.1 Isolation of fire detection systems Permission must be sought from Facilities Management prior to isolation, giving a <u>minimum</u> of 24 hours notice. Contractor is to ensure that any work undertaken does not activate fire detection systems and must protect detectors against dust and debris.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>5.2 Hot Work A hot work permit must be obtained from Facilities Management. Requirements and precautions listed on this permit must be adhered to at all times.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>5.3 Disconnection of Utilities (Water, Gas, Electrical) Permission must be sought from Facilities Management prior to any utility service being disconnected.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	
<p>5.4 Confined Spaces</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> N/A</p>	

<p>6. Notifiable Work The contractor is responsible for reporting any notifiable work to the Department of Labour, giving a minimum of 24 hours notice before the commencement of such work is intended. The contractor shall provide a copy of the notification to Facilities Management prior to the commencement of such work.</p>		
<p>6.1 Asbestos removal The Contractor must fully comply with Department of Labour guidelines, relevant legislation & Standards when undertaking the removal of Asbestos.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<p>6.2 Excavations The Contractor is to ensure that the position of all underground services including power cables, telephone, computer cables, water, natural gas and drainage systems are identified before excavation commences. The University can provide underground service drawings but cannot guarantee their accuracy.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<p>6.3 Working at heights Contractors are expected to take all practicable steps to ensure full compliance with health & safety regulations & Department of Labour requirements when working at heights.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<p>6.4 Scaffolding Further to the requirements of the Department of Labour, the Contractor shall make available the onsite scaffold register for inspection upon request.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<p>7. Accident/ Incident Reporting The Contractor shall complete an accident report form for all accidents or incidents, providing a copy of this to Facilities Management in a timely fashion. Serious harm accidents are to be reported to the Department of Labour as per legislative requirements, and Facilities Management are to be advised of any such event without delay.</p>	<input type="checkbox"/> YES	
<p>8. Hazard Identification The contractor is expected to inform Facilities Management of any new hazard arising or identified during the contract, and will take all practicable steps to avoid harm being caused to any person as a result of such hazards.</p>	<input type="checkbox"/> YES	

<p>9. Personal Protective Equipment (PPE) Contractors must use the appropriate PPE for the work being undertaken at all times. Contractors are responsible for issuing their employees with, & ensuring the correct use of, PPE.</p>	<input type="checkbox"/> YES	
<p>10. Plant & Equipment The contractor is to supply all tools and equipment to carry out the work, including all necessary PPE. Electrical equipment used must be tested and tagged in compliance with AS/NZS 3760:2010 before use on site.</p>	<input type="checkbox"/> YES	
<p>11. Barricades & Fencing The work site shall be clearly marked and whenever possible cordoned off by the contractor to prevent entry of unauthorised personnel. Contractors shall provide adequate safety barriers & warning signs/ hazard boards as appropriate.</p>	<input type="checkbox"/> YES	
<p>12. Dust, Fume & Noise Control The Contractor must ensure adequate measures are in place to control dust & fumes Noise must be kept to a minimum when working near teaching areas. The Contractor is provide Facilities Management with a schedule of work if excessive noise is necessary e.g. concrete cutting.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<p>13. Hazardous Substances The contractor must store & use all hazardous substances in accordance with the product safety data sheet and in compliance with the Hazardous Substances & New Organisms Act, associated regulations and relevant codes of practice.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
<p>14. Housekeeping Good housekeeping standards are to be observed throughout the period of work. The site shall be maintained at all times to avoid any potential fire risk, blocking of access/egress and any trip/slip hazards.</p>	<input type="checkbox"/> YES	
<p>15. General</p>		



<p>15.1 Site Amenities Contractors may use the toilet and washing facilities designated by Facilities Management or the departmental contact.</p>	<input type="checkbox"/> YES	
<p>15.2 Parking * Copy of Campus map to be provided, detailing parking areas as applicable Vehicles are not to exceed Campus speed limit of 10km.</p>	<input type="checkbox"/> YES	
<p>15.3 Behaviour The Contractor shall exercise appropriate control over all workers and persons on site for the purpose of this agreement. Any use of language and/or gestures towards staff, students or visitors on University premises that may be of an objectionable nature will not be tolerated.</p>	<input type="checkbox"/> YES	
<p>15.4 No Smoking Policy * Copy of Campus map to be provided, detailing designated smoking areas as applicable</p>	<input type="checkbox"/> YES	
<p>15.5 Alcohol & Drugs Alcohol & illegal drugs must not be brought on site. The University reserves the right to inform the appropriate authorities of any breaches of these requirements & immediate cancellation of the contract.</p>	<input type="checkbox"/> YES	
<p>15.6 Children on Campus Contractors must not bring any child on Campus, nor allow young persons under the age of 16 to work on site.</p>	<input type="checkbox"/> YES	
<p>15.7 Disposal Considerations It is expected that the Contractor will dispose of any by-product of the construction/ building/works process with environmental sensitivity & (where applicable)within the legal requirements of the local territorial authority.</p>	<input type="checkbox"/> YES	
<p>15.8 Traffic Management Traffic management plans, when requested, are to be submitted to Facilities Management at least 5 working days prior to the commencement of work, for approval.</p>	<input type="checkbox"/> YES	

IDENTIFIED CAMPUS / SITE SPECIFIC HAZARDS

Asbestos

The Contractor shall advise the University of any material suspected of containing asbestos, for inspection and appropriate action. Should any asbestos be discovered during the course of work the Contractor will advise Facilities Management.

An Asbestos Register is available to the Contractor but may not list all asbestos on Campus. The Contractor is to take all necessary precautions with any material suspected of containing asbestos.

*Asbestos information (where available) that is directly related to the area(s) the Contractor is working is to be provided to the Contractor prior to commencing work.

Other Contractors/Works Onsite

(Where directly applicable, provide Contractor with details of other work being undertaken and/or contractors on site in the areas they will be working)

(Other campus specific examples may include:)

Animals (likely to be for Turitea Campus only)

Athletics track lighting access (likely to be for Turitea Campus only)

Tunnel System (for Turitea Campus only)

Any Contractors required to access the University's tunnel system must record their presence on the Tunnel Safety Board located at the Facilities Management Help Desk. If Contractors are required to work in the tunnel system outside normal working hours Security must be advised of all staff entering and leaving the tunnel system.

All contractors must provide their staff training in confined space entry and proof of qualification provided.

*Copy of "Tunnel Hazard Sheet" to be provided where applicable.

Contractor _____ (Signature)

Inducted by: _____ (Signature)

Audience:

Every staff member who engages contractors

Related procedures / documents:

ACC Workplace Safety Management Practices Standards
Campus Regional Facilities Contractor Hand books, Agreements, or Procedures
Post Completion Review Process
Site Safe Protocol Heads of Agreement
Procedures for Selection, Induction and Monitoring of Health and Safety during contracts

Document Management Control:

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