

Contractor safety

USQSafe, Human Resources



Does USQ have obligations under the WH&S Act for things contractors do? Yes!

Under the WH&S Act 2011 obligations are imposed on the University of Southern Queensland to ensure that its employees and contractors carry out their work in a safe manner. USQ may own obligations as an employer, person in control of a workplace, the client, principal contractor, project manager & designer.

When contractors are engaged to do work for USQ steps should be taken to ensure that the obligations owned by USQ are reduced as much as possible. An example would be by making the contractor the person in control of the workplace.

Do contractors have an obligation under the WH&S Act? Yes!

Under the WH&S Act 2011 obligations are imposed on University of Southern Queensland to ensure that its employees and contractors carry out their work in a safe manner. Contractors may have an obligation under the Act as employer, person in control of the workplace, or a self-employed person.

For construction project work (building work over \$250,000) they have an obligation as the Principal Contractor if appointed by USQ.

Contractors must also carry out their work in a safe manner without risk to themselves and others.

1. Monitoring and supervising contractor WH&S performance is essential for the Health & Safety of all. While in no way reducing a Contractor's responsibility or liability as an employer for the WH&S of their employees, The University of Southern Queensland must ensure that they meet their employer obligations to all employees working on their behalf. To meet these obligations the University of Southern Queensland must undertake adequate monitoring and supervision of Contractors;
2. Contractors will need to undertake a WH&S Induction and will need to carry their induction card on them at all times;
3. Contractors must sign in/ out on entering and leaving any workplace;
4. Contractors are required to provide a safe place of work and this means following the University of Southern Queensland WH&S policy, procedures and rules unless they have suitable WH&S policy, procedures or are Principal Contractors & have control of the site;
5. Contractors must:
 - Barricade the work site off to protect others;
 - Test & tag their electrical equipment;
 - Use a portable RCD (Safety Switch) at all times;

- Provide and carry a SDS with them for any chemicals they use;
 - Use the correct and safe ladder for the task; and
 - Keep the workplace tidy.
6. If you witness a contractor working unsafely, report it immediately to your Supervisor and/ or USQSafe;
 7. For high risk construction activities contractors will need to provide a Construction Workplace Plan and relevant Work Method Statements;
 8. Contractor's performance, even for a minor job, can be evaluated by using a checklist to conduct spot inspections.

Spot inspection checklist contractors

No	Items to check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Have all contractors been inducted, with induction records available, where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have all contractors signed in to the site visitors log book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all the contractors wearing a visitor's badge or sticker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	If appropriate, are their licences and permits on the contractor e.g. electrical, plumbers licence card)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are barricades and safety signage erected around the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is electrical equipment tested and tagged? Date of next test .../20....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the contractor using a RCD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are correct power boards used (no double adaptors or piggy back plugs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is appropriate PPE available and being used and maintained correctly e.g. <input type="checkbox"/> foot, <input type="checkbox"/> ear <input type="checkbox"/> eye, <input type="checkbox"/> head, <input type="checkbox"/> hand, <input type="checkbox"/> respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is all lifting gear tagged, current and in good condition? Date of next test .../20....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are ladders in good condition? (No domestic ladders on site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	If the contractor is using a hazardous chemical is a SDS and relevant risk assessment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If USQ supplied a hazardous chemical to a contractor were they given an SDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If the contractor is welding or oxy-cutting, has a hot work permit been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14	If the contractor is using a portable gas bottle to conduct soldering, check the bottle to see that it is in date (10 years from the date on the bottle)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are work areas tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other hazards				
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legislation

Work Health and Safety Act 2011(Qld) – s20
 Work Health and Safety Regulation 2011 (Qld) - s307

Record of training

I have read and understand the information provided to me for Contractor Safety and I have been issued with:



Tea break talk paper – contractor safety.

Employee's name (PRINT) Employee's signature __/__/__
Date

Trainer's name (PRINT) Trainer's signature __/__/__
Date

Document procedure:

- Original - to be kept on the employee's record of training
- Copy – forward to USQSafe for archive filing
- Electronic – USQSafe to record on PeopleSoft