



Property Services, Projects

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# Design Standards Brief

## Section 16 - Occupation Health & Safety

Issue 6

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## 16.1 HEALTH, SAFETY, AND SECURITY POLICY.

### 16.1.1 Intent

As an international university of technology, RMIT recognises the importance of having systems and facilities to support and sustain excellence in education and research.

RMIT is committed to providing a healthy, safe and secure environment; one which enhances the experience for students and allows staff in academic and service areas to work actively and creatively without risk of injury or illness.

### 16.1.2 Scope

This policy applies to all staff, students, contractors and visitors as well as all University owned buildings, leased or hired building space, structures, external areas and vehicles.

### 16.1.3 Objectives

The objective of this policy is to:

- prevent injury or illness in the workplace,
- ensure compliance with regulatory requirements,
- provide a crime free environment where students, staff, contractors and visitors can work and study without threat or fear,
- continually improve the standard of health, safety and personal security within the workplace,
- do everything that is reasonably practicable to protect the physical property both of RMIT and of staff, students, contractors and all visitors to RMIT and
- integrate health, safety and security into the University's management structures, systems and strategies

### 16.1.4 Policy provisions

The University is committed to providing and maintaining a high standard of health, safety, security and well-being for all people within the workplace. This commitment will be achieved through:

- strong leadership where responsibilities for health, safety and security are clearly defined throughout all levels of the organisation;
- the integration of health, safety and security planning, monitoring and reporting into University management structures;
- effective consultation and communication of health, safety and security issues through the involvement of all members of the University community;
- systems that ensure the identification and control of workplace hazards and compliance with regulatory requirements;
- adequate and ongoing resources to ensure the design, construction and maintenance of buildings and the purchase and maintenance of materials and equipment, comply with

legal requirements and take into consideration the safety, security, health and well being of the University community;

- the provision of information, instruction, training and supervision that will allow all staff and students to perform their work in as safe a manner as possible;
- the provision of advice and information which aims to protect the personal safety of staff and students and the safety of RMIT and personal property;
- support for those whose health has been affected by the workplace;
- adequate systems and resources to manage potential emergency situations and testing and review of such systems on a regular basis, and
- the allocation of resources to develop and support the University's health, safety and security management systems

All persons who have a responsibility for the management of others are accountable for the health, safety and security standards of the work environment and for the health, safety and security of all staff, students, contractors and visitors under their control.

However, health, safety and security are shared responsibilities and all members of the University community must co-operate to ensure a high standard of health, safety and security is maintained for all people within the workplace.

Further information about RMIT University's Health Safety and Security Policy can be found under the Policies and Procedures section of the RMIT University website.

## 16.2 DEFINITIONS

**Contractor** – for the purposes of this document means Principal Contractor as per the Occupational Health and Safety Regulations, 2007, Part 5.1 Construction.

**Workplace** - is defined as any location where University activities of staff and students occur and includes field locations, overseas travel locations, work placements and all external spaces.

**Hazard** - is defined as a situation that has the potential to cause injury or illness, harm to health and/or danger to property or the environment.

**University Community** - is defined as all staff, contractors engaged by the University, students, tenants of RMIT property, and visitors to RMIT premises/grounds.

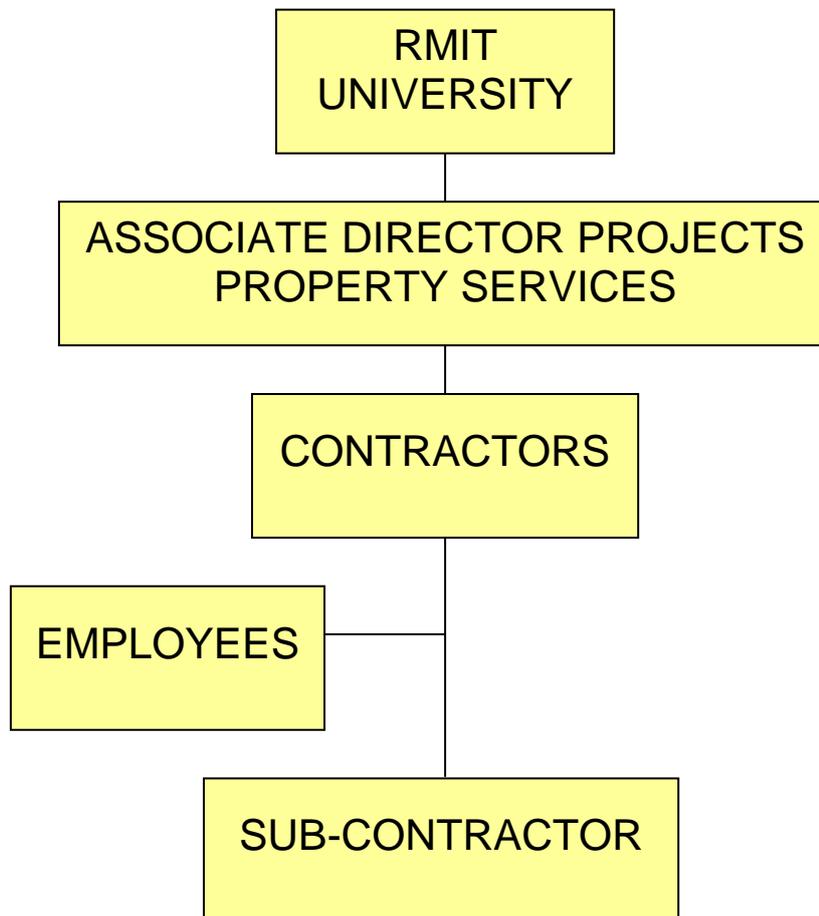
**Health** - is defined as both physical and psychological health.

**Safe work method statement** - means a document that:

- (a) identifies work that is high risk construction work; and
- (b) states the hazards and risks to health or safety of that work; and
- (c) sufficiently describes measures to control those risks; and
- (d) describes the manner in which the risk control measures are to be implemented.

**Major Accident/ Notifiable Incident** - Any incident that is notifiable to the Victorian WorkCover Authority under the Occupational Health and Act 2004.

## 16.3 ORGANISATION CHART



## 16.4 STRATEGY FOR SAFE SITE MANAGEMENT

In order to effectively control hazardous situations and to avoid the risk of injuries to operatives on RMIT site, the contractor will develop a safety management plan which encompasses the following key concerns:

Identification of the hazards in the work/trade area under its management and control.

Development of safe work method statements (SWMS) which prescribe risk control measures for each of the hazards identified.

The briefing of Contractors / subcontractors as to the OH&S expectations of the builder and the requirements of RMIT.

A program of verification and inspection to ensure OH&S compliance by the Contractors/subcontractors.

The Contractor or owner who has management or control of the site is deemed responsible under section 26 of the Victorian Occupational Health and Safety Act 2004 (The Act) as the "Occupier of the Site".

All Contractors performing work under contract of RMIT shall ensure that all site OH&S procedures are adhered to at all times.

It is the responsibility of the Contractor to ensure full compliance of all general and site-specific Health and Safety procedures when using any Sub Contractor(s).

## 16.5 CONTRACTING REQUIREMENTS

### 16.5.1 Objective

To ensure all services supplied by contractors meet legislative Occupational Health and Safety requirements.

Services include any service provided by personnel that are not direct employees of RMIT.

### 16.5.2 Procedure

#### 16.5.2.1 Tender Requirements

Tenderers are required to submit with their tenders the RMIT Contractor General Health & Safety Assessment Questionnaire **Appendix 16.A** including the Contractor's Safety Policy, Safety Procedures, Statistical Information of Past Performance, Workers Compensation and their Health and Safety Management Plan.

#### 16.5.2.2 Pre Award

The contractor proposed for the works shall submit for approval and evaluation, on request and prior to the Project Architect's recommendation to the University, the proposed Health and Safety Management Plan for the project. A copy shall be provided to RMIT for review. The Architect shall prior to submitting a recommendation to RMIT University to accept a tender for the work, ensure the Health and Safety Management Plan addresses the appropriate requirements.

#### 16.5.2.3 Construction Requirements

Prior to the certification of the first progress payment the Architect shall confirm that the contractor is in compliance with the contracted health & safety obligations, regular inspections are being conducted by the site supervisor and the requirements of the occupational health and safety management plan for the project have been implemented.

During the onsite construction the contractor is required to carry out site safety meetings at not more than two weekly intervals together with regular inspections by the Site Supervisor. Typed notes or minutes of meetings with certification that minutes of the previous meeting are accepted as read and are true and correct are to be issued to the Architect within 5 days of each meeting with a copy forwarded to RMIT Project Manager.

At the conclusion of the Contract an OH&S Performance Report will be completed by the Architect for issue to the RMIT Project Manager.

The Project Architect in designing the finished building and the Contractor during the Projects process shall adhere to all relevant Acts, Regulations and Compliance Codes, Australian Standards, the RMIT Occupational Health and Safety policy and procedure manual, and the RMIT contractor health and safety policy and procedures to ensure the safety of all legitimate use of the University's premises.

The University reserves the right to take legal action if the Contractor's employees or subcontractors that cause property or personal damage through their negligence.

Where a contractor is clearly in breach of the Act, they may be required to stop or suspend the work.

### 16.5.3 Associated Documents

#### 16.5.3.1 Contract/tender documents:

RMIT Contractor General Health & Safety Questionnaire – **Appendix 16.A** (Contractor to submit completed form with tender).

### 16.5.4 Principal Contractor

Unless specifically stated otherwise in the contract of agreement, the principal contractor as defined under the Occupational Health and Safety Regulations 2007, is the contractor who is authorised by the University to undertake the allocated project. This will either be the single contractor who agrees to have responsibility for the site or alternatively the contractor's company as a whole will hold these duties.

#### 16.5.4.1 Duties of the principal contractor:

The following duties of the principal contractor include, but are not limited to:

- Display a sign with contact details;
- Where required, prepare a health and safety co-ordination plan and keep it up to date;
- Make the co-ordination plan available for inspection;
- Make sure that new starters are aware of the co-ordination plan;

- All contractors performing construction work are registered as completing contractor induction training as outlined in Part 5.1 of the Occupational Health and Safety Regulations 2007.
- Any other duties that are defined in the Occupational Health and Safety Regulations 2007 under the principal contractor's duties.

## 16.6 CONTRACTORS RESPONSIBILITIES

All Contractors and Sub Contractors (referred to as Contractors herein) engaged by RMIT have the following responsibilities:

To adhere to RMIT OH&S requirements as outlined in the contract.

To comply with the contractor's OH&S requirements in relation to general site safety.

To comply with all the relevant requirements of the Act and all the subsidiary Occupational Health and Safety Regulations 2007 and relevant standards.

To meet the level of safety recommended in the various Victorian WorkCover Authority and compliance codes and relevant guidelines.

To comply with the requirements of all relevant Australian Standards to safely perform the work required.

The Contractor is to submit to RMIT "job specific" Safe Work Method Statement (SWMS) which corresponds with the work procedure relevant to each particular trade area.

All contractor employees require a site induction and be inducted into their SWMS prior to commencing work on site.

All contractors should develop checklists to ensure that the procedures outlined in the SWMS are being complied with.

Contractors must provide adequate supervision.

Contractors shall ensure that first aid facilities are on-site and there are appropriately trained first aiders available.

Contractors should have a system in place for the reporting of incidents. A copy of all incident reports and the Register of Injuries shall be provided to the RMIT Project Manager within 24 hrs of the Incident / Injury.

Notifiable incidents can be referred to under Section 16.7.3 of the Act. The RMIT Project Manager must be informed immediately of any notifiable incidents on site.

All notifiable incidents must be reported to the Victorian WorkCover Authority in accordance with the requirements of Part 5 of the Act.

## 16.7 SAFE WORK METHOD STATEMENT (SWMS)

Safe work method statements must be developed for all activities related to the task of the contract. Specifically SWMS must be developed for High Risk Construction work as per the requirements of the Occupational Health and Safety Regulations 2007, Part 5.1, Construction.

## 16.8 INCIDENT INVESTIGATION, REPORTING AND CORRECTIVE ACTION

### 16.8.1 Objective

To ensure that all incidents and near misses are properly reported and corrective action can be taken to prevent their re-occurrence.

### 16.8.2 Incident Reporting Procedure

The following procedure will apply to both RMIT employees and Contractors. Where Contractor employees are involved the Contractor must provide RMIT copy of all documentation.

When an incident or injury occurs the person directly involved shall immediately notify the Site Supervisor or nominated person on site. In the event of injury, a Register of Injury must be completed by the injured employee as soon as practicable.

Serious incidents and notifiable incidents shall be immediately reported to the RMIT Project Manager. A notifiable incident as defined in the Part 5 of the Act, shall be reported to the Victorian Workcover Authority as per the requirements under the Act. The Victorian WorkCover Authority requires immediate notification of all notifiable incidents and the scene of the incident must remain preserved.

The Site Manager (or delegated representative) shall investigate the incidents to identify any Occupational Health and Safety Management System/Plan failures.

The RMIT Project Manager must be supplied with all documentation provided to the Victorian Workcover Authority.

Copies of all incident reports must be given to the RMIT Project Manager.

### 16.8.3 Identified Non-Compliance of Occupational Health and Safety Requirements

Where a matter of non-compliance is identified, a Notification of Non-Compliance will be issued to the person, company and/or organization concerned. This Notice can be issued by Site Manager/Foreman.

# APPENDIX 16.A: HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE



Property Services, Projects

## CONTRACTOR GENERAL HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE

This form is to be completed by Contractors when tendering for work or when being considered for inclusion on Register of Interest.

Contractors may be required to provide documentary evidence to support responses to the following questions:

	CONTRACTOR		
	Yes	Some	No
<b>GENERAL HEALTH AND SAFETY</b>			
1. Are you aware of the health and safety issues and requirements relevant to the tasks required to be undertaken?			
2. Are you prepared to participate in safety inspections as required?			
3. Will all the safety equipment required for the job be available and used?			
4. Will all personal protective equipment required for the job in line with statutory requirements be available and used?			
5. Will any hazardous materials be stored and handled in accordance with statutory requirements?			
6. Will all relevant Material Safety Data Sheets be available and provided?			
7. Do you have emergency procedures in place which are known and understood by your employees and sub-Contractors?			
<b>TRAINING</b>			
8. Are your employees and sub-Contractors fully trained and registered in the Construction Induction Training and familiar with health and safety rules and regulations appropriate for the job?			
9. Are you able and prepared to record investigate and act on all incidents and near misses?			
10. Would you accept RMIT investigation into and action on all incidents and "near misses"?			
11. Do you keep incident records?			

## Appendix 16.A: (Cont...)

<b>MEDICAL</b>			
12. Will you make provision for first aid treatment on the job?			
<b>EQUIPMENT/MACHINERY</b>			
13. Do you have in place appropriate procedures that recognize statutory guidelines and requirements applicable to the trade or activity being undertaken, and for the operation/use of plant equipment and machinery?			
<b>WORKERS' COMPENSATION</b>			
14. Are you registered as an employer under WorkCover?  If yes, state your Employer number _____			
15. Are all persons working for you direct employees? (If persons are sub-Contractors, they must also be registered under WorkCover). State Sub-Contractor's WorkCover Employer number  _____  <i>* Attach separate list of sub-Contractor's WorkCover Employee numbers if insufficient space above</i>			

<b>NAME OF CONTRACTOR</b>	<b>UNIVERSITY REPRESENTATIVE</b>
<b>SIGNATURE</b>	<b>SIGNATURE</b>
<b>DATE</b>	<b>DATE</b>