THE UNIVERSITY OF SYDNEY

Contractor Handbook

University Infrastructure (UI) & Central Operations Services (COS)

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THE UNIVERSITY OF SYDNEY

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1 Introduction

1.1 Purpose and Objectives of Handbook

The University of Sydney (the University) is committed to ensuring the rights of everyone to a safe workplace for workers, including Contractors and subcontractors, students, visitors and the general public who may potentially be affected by activities on the University campuses and other facilities (e.g. research stations, farms, hospitals). The University is committed to working sustainably to protect the environment, prevent pollution, reduce resource consumption and minimise waste. The University is also committed to comply with compliance regulations.

This Contractor Handbook has been developed to outline the requirements for Contractors undertaking works (construction, maintenance, cleaning, technical, consulting etc.) for University Infrastructure (UI) and Central Operations Services (COS) on behalf of the University.

As a prior condition to commencing any work the University, Contractors engaged by UI/COS are required to read through this Handbook to ensure an understanding of the UI/COS Work Health, Safety & Environment Management System which provide specific rules for working on site. By reading and understanding this guide, everyone working within the University will be able to play their role in maintaining a safe workplace for all. All Contractor workers are required to be familiar with the necessities of this document and effectively implement its requirements.

Any failure to always obey and follow these rules whilst onsite can result in:

- You or others around you being harmed or suffering injuries
- Your immediate removal from the site
- You / your company being issued with a Non-Conformance Report
- Your company's removal from the University site
- Your company ceasing contract work with the University
- You / your company being fined and/or prosecuted by SafeWork NSW
- You / your company being fined and/or prosecuted by the Environmental Protection Authority

All UI/COS Contractors are required to work to all relevant legislative requirements associated with their scope of engagement.

1.2 Culture Statement

The University has laid out a path towards best practice in health, safety and environmental sustainability with an ultimate goal of achieving a genuine commitment to health, safety and the environment by everyone involved with University related activities, resulting in a positive Work Health, Safety & Environment culture.

The way Contractors carry out their work, their behaviour, their appearance, their communications with and attitude to others while on campus is a direct reflection of UI/COS. It is therefore essential that all Contractors keep this in the forefront of activities. This, along with the purposes and objectives outlined above, should provide a clear indication of the UI/COS expectations of Contractors.

1.3 Community Engagement

The University is more than a workplace for our staff and a classroom for our students. We welcome visitors and take particular pleasure in seeing local residents making the most of our cultural, and sporting activities, or simply enjoying the blend of heritage and modern architecture, gardens and public spaces our campuses provide.

We are working to re-emphasise partnerships with our neighbours in the suburbs that surround our campuses. We aim to improve local infrastructure and access to campus facilities, provide employment and education opportunities, and broaden the experience of our students.

Contractors are expected to respect the community that the University operations may influence, understanding that their actions can either positively or negatively impact and reflect upon the University.

1.4 About the University

The University of Sydney is Australia's oldest university, with over 70,000 students and over 9,000 continuing and fixed-term staff, based on the 2024 Annual Report. It provides a platform for teaching, learning and research. The University has a large and diverse portfolio of physical assets, which includes buildings, grounds, site services and other infrastructure. These assets are essential to the efficient and effective functioning of the University and support its core teaching and research activities.

UI and COS are located on the University of Sydney Darlington Campus (Building G12, 22 Codrington Street, Darlington). UI/COS are responsible for the University long and short-range campus planning, capital resource planning, project delivery, property management, assets and services management and operations.

1.5 Vision and Values

This University has stood for more than 170 years – the oldest university in the country. Our vision for the next decade is unashamedly aspirational – based around what we want the University to be known for in 2032.

When people speak about the University of Sydney in 10 years' time, we want it to be about the extraordinary power our world-class research and teaching has to transform people's lives – and for the pride it generates throughout our city, our state and our nation.

The 2032 Strategy was approved by the Senate in August 2022. It is intentionally different to previous University strategies.

- It takes a longer-term view.
- It is focused on the change we need for our work to be more compelling, and more important to society, than at any other time in our history.
- It aims to establish us firmly on the path to becoming one of the world's very best teaching and research universities.

At the centre is our continuing commitment to building on the First Nations knowledge of these lands – we have work to do, and that work must be in culturally responsive ways.

1.6 University Campuses

The University has a network of teaching campuses spread throughout the Sydney area and further afield in rural NSW and interstate. The main Camperdown/Darlington campus is well known as the home of our historic sandstone buildings, gargoyles and cloisters, lawns and courtyards. But this is just one part of the picture.

Across our campuses are lecture theatres, teaching spaces and studios with state-of-the-art facilities, laboratories with the latest technology, clinical schools to support professional development and experimental farms and research stations to put theory into practice.

Maps of the various campuses can be found here: Campus Maps

Summary information about various campuses can be found here: Campus locations

1.7 Disclaimer

UI/COS have prepared this Handbook in order to assist Contractors and their workers to work safely on the University grounds and abide by work health and safety, and environment (WHSE) legislation and the University policies relating to people, property and WHSE. All Contractors must comply with the requirements set out in this Handbook, as it applies to the activities they undertake for the University.

The University Policies and Procedures identified in this Handbook are subject to change and as such the Contractor is responsible for ensuring adherence to current protocols which are available online. Every effort has been made to explain the local site rules and obligations of Contractors and their workers working at the University. However, responsibility to understand and observe relevant legislation and other legal obligations remains with the Contractor at all times.

The latest version of this Handbook will always be available on the University website here: Contractors public page

1.8 Code of Conduct/Policy

Where organisations and business operators carry out work on behalf of the University it is expected that they and their staff will act ethically, with integrity and respect, and will observe the standards established in the University's Code of Conduct - Staff and Affiliates. The University Code of Conduct applies to all University staff and affiliates, including contractors. The Code of Conduct is located here: Policy Register

The University expects that contractors and their staff:

- Operate within the law and comply with applicable policies, including those relating to the prevention of sexual harm, gender-based violence, bullying, harassment and discrimination, codes of practice and procurement policies and procedures.
- Act respectfully, safely, inclusively and lawfully in all dealings with the University and its staff, affiliates and students.
- Act ethically at all times and conduct yourself in a professional, fair and constructive manner in all your dealings with the University, its staff, affiliates and students.
- Report unethical practice, misconduct, fraud or corruption as soon you become aware of it.
- Disclose any actual or perceived conflicts of interest and report any unethical behaviour immediately.
- Provide accurate, reliable and timely information and advice.
- Do not offer financial inducements, gifts or benefits to University employees, contractors and consultants which might directly or indirectly compromise, influence or appear to influence them in their official University capacity.
- Provide ethically sourced goods and services which have been manufactured, sourced or acquired ethically and free from corruption, fraud, bribery or conflict of interest.
- Demonstrate your commitment to identifying, assessing and addressing modern slavery risks in your operations and supply chains in the jurisdictions in which you operate.
- Promote and champion a culture where sexual harm and gender-based violence is not tolerated and people are encouraged to report unlawful workplace conduct.
- Retain appropriate and accurate records of business you have conducted with the University and explain the basis of any accounts or charges submitted by you to the University.

Refer to the information below for further information on specific elements of the Code of Conduct

and various policy requirements.

1.8.1 One Sydney, Many People

Through our shared responsibilities to the Aboriginal Lands upon which the University stands, we create a genuine sense of belonging among all students and staff. As one of Australia's most eminent universities, we demonstrate visible leadership by fulfilling our social contract with Australia's First Peoples.

One Sydney, Many People is guided by respect for Aboriginal and Torres Strait Islander peoples and acknowledges the many cultures, knowledges and traditions of this place we call Australia.

Contractors are encouraged to participate or actively promote opportunities for Indigenous Employment and report it to the University.

1.8.2 Smoking and E-cigarette use

The University has a Smoke-free Environment Policy. **Smoking, including vaping of e-cigarettes is banned on all campuses**, except for within designated smoking areas. Smoking in these areas is only allowed in the immediate vicinity of the "Smoking Area" sign and ash trays are provided for cigarette butts. E-cigarette cartridges must not be disposed of in University waste bins.

This prohibition applies to all University staff, Contractors, visitors, clients, students and any other people entering or using University work areas, vehicles or facilities.

It should be noted that smoking zones have been established on all University campuses however smoking is prohibited by law in certain places, for example, where there is a risk of fire or explosion, in enclosed areas or in food preparation, handling and serving areas.

Further information can be found here Campus Maps and search for 'Smoking'.

Should a Contractor be found to be smoking on campus more than twice, then the contract may be subject to review or termination.

1.8.3 Alcohol, Drugs and Fitness for Work

No Contractor is to commence work, attempt to work, or return to the workplace whilst under the influence of, (or in possession of) alcohol or illegal drugs (or prescription drugs where side effect may affect their abilities).

Contractors found to be under the influence, or in possession of alcohol or illegal drugs will be subject to disciplinary action. This action may include cancellation of Contractor contracts and a ban from the University.

1.8.4 Language and Printed Material

Contractors should not engage in offensive or inappropriate language including swearing, wolf whistles and inappropriate comments whilst working on any University Campuses. Contractors are not permitted to display printed material that may be offensive to others including pornographic, religious or racist images or unsavoury corporate signage/slogans.

Determination of whether any printed materials are suitable for use within the University is at the sole discretion of the RUS.

1.8.5 External Communication

Contractors should:

- Notify their Responsible University Supervisor (RUS) immediately if a member of the press has requested a response. Note that where 'Responsible University Supervisor' is stated, it refers to 'University Facilities/Project Manager and includes Contract Managers, Supervisors, ICT Project Managers/contacts and anyone at the university managing contractors.
- Direct customer or stakeholder feedback to their RUS so that it can be passed on to the UI/COS Communications Manager.
- Communicate problems or suggestions to their RUS.

1.8.6 Behaviour

Contractors must not be involved in:

- Theft, fraud, possession or removal of the University property or the property of others (actual or attempted)
- Destroying, damaging, defacing or misusing the University premises or property
- The possession of firearms or dangerous weapons on the University premises, including farms

1.8.7 Equal Opportunity and Anti-Discrimination

The Contractor must ensure that the conduct of their workers and/or subcontractors during the contracted works does not compromise or infringe the rights of University staff and students in accordance with the *Equal Opportunity Act 1984*, Industrial Relations Act 1996 and its amendments to the University Sexual Harassment Policy and Grievances Procedure.

1.8.8 Ethical Standards

Contractors are required to note that it is the expectation of the University that its relationship with the Contractor is based on, among other things, ethical standards that are above reproach.

It is expected that any Contractor conducting business with the University would also share and promote similar standards for mutual benefit. A copy of the University Code of Conduct is available here: Policy Register

In the event of any evidence being presented that ethical standards have been compromised, the University reserves the right to take all necessary action, including legal, to sever existing arrangements with the Contractor concerned.

1.8.9 Human Remains

Body donors and their remains must be treated with dignity and respect. Taking photographs or video or interfering with human remains is not permitted under any circumstances. Areas containing human remains must be secured at all times. Any contractor found to be in breach of these requirements may be immediately removed from site.

Contractors must work in accordance with the *Anatomy Act 1977*, Public Health policy directive PD2023_044 and any applicable University, faculty, school or local area requirements for spaces where human remains, anatomical specimens or related teaching and research materials are stored, handled or used.

1.8.10 Dress Code

Singlets as well as any clothing depicting potentially offensive material are unacceptable. Footwear must be sturdy and suitable to the work activities and may not include flip-flops or sandals.

1.8.11 Children and Visitors

Under no circumstances are Contractors allowed to bring children onto a University work site. All visitors must be approved by the UI/COS Project/Contract Manager and Site Supervisor prior to arrival.

1.8.12 Animals

Dogs, pets, or other animals are not permitted to accompany Contractors on Campus at any time, unless for companion animal purposes etc. Farm animals (horses, stock dogs) must only be brought onto farms with prior approval.

1.8.13 Privacy

Contractors must respect the privacy of all University staff, students, visitors and body donors with respect to any information seen, heard, printed or electronic.

The University privacy policy information can be found here: Policy Register

2 Getting Started

2.1 Contractor Safety Management System (CSMS) Software Platform

UI and COS have implemented the Contractor Safety Management System (CSMS). The goal of the CSMS is to streamline and enhance contractor safety management. This new system will integrate key aspects such as:

- Pre-qualification during supplier sourcing
- Contractor onboarding and induction processes
- Ongoing safety management, including training, licenses, and other necessary documentation
- Subcontractor oversight
- Permit-to-work processes
- Corrective actions reporting system

2.2 Qualification and Approval

The University is committed to providing and maintaining the highest possible standard of health, safety and welfare for its workers (including, students, visitors, contractors and labour hire staff) entering any of the Campuses.

The University aims to meet or exceed all relevant health and safety legislation. The University has adopted a risk management approach by identifying, assessing, eliminating or controlling and monitoring all health, safety and environmental issues in the workplace. The University is committed to the implementation of preventative strategies that are integrated into day-to-day operational management. To achieve this goal, UI/COS have set minimum health and safety standards and requires all Contractors to demonstrate their capacity to meet these standards as part of the qualification process to undertake work at the university.

This includes a specific University WHS Policy and Procedure that encompasses formal evaluation of all Contractors used by the University and subsequent site observations, consultation, audits, inspections and reviews to track WHS performance of Contractors working on site.

University personnel are accountable for workplace health, safety and environmental sustainability. This responsibility includes the evaluation of health, safety and environmental risks within tenders, engagement of suitably qualified Contractors, provision of information to new Contractors and monitoring the safety and environmental performance of the Contractors.

The intent is to minimise risks to health and safety of Contractors, the University community and the environment from any activities undertaken by Contractors engaged to perform works on behalf of the University. This is achieved through the systematic approach to Contractor management by controlling risks associated with Contractor's works through:

- The design and implementation of systems of work that are safe for people and the environment
- Undertaking hazard identification and risk control activities
- Providing proper and safe equipment and substances
- Providing adequate instruction, training and supervision

As part of the qualification and approval process the Contractor is also required to:

- Produce a copy of their WHS and Environment Policy/Plan/System including all safe systems of work statements, as required

- Provide copies of relevant experience, insurance coverage (Workers Compensation, Public Liability, Professional Indemnity insurance etc.), SafeWork NSW registrations and license information
- Participate in audits, inspections and quality reviews, as required.

2.3 WHSE Project Startup Meetings

UI and COS contractors are required to participate in a project-specific pre-commencement WHSE meeting with the relevant RUS and a WHS representative. This requirement applies to all UI projects and COS Asset Renewal Program, including user-funded projects. The meeting must be held at least two weeks before the contractor commences work on site.

The purpose of these meetings is to review the key WHSE requirements of the project with the nominated site supervisor, discuss identified hazards and controls, and confirm that WHSE planning and preparation have been satisfactorily completed before the project begins.

Typically, these meetings generate actions and items for follow-up, which must be closed out before commencement of the project. The RUS is responsible for planning and chairing the meeting.

2.4 Induction and Location-Specific Inductions

All Contractors are required to pass the following inductions prior to commencing work within the University campuses:

- Contractor Online Induction (organised through UI/COS)
- **Contractor location-specific inductions** such as animal housings, farms, telescopes, Laboratory Induction – Trades and Services etc. (organised through RUS and carried out by University department/faculty staff) as required
- The Contractors own induction and training program

2.4.1 Contractor Online Induction

The UI/COS Contractor Online Induction is mandatory for all contractors and is organised by the RUS.

Induction is available online via CSMS.

2.4.2 Collecting your University of Sydney Contractor ID Card

After completing the **Contractor Online Induction**, you may be eligible for a University of Sydney **Contractor ID card** (photo ID required at collection).

COS contractors

- ID card required.
- CSMS automatically provides building access once mandatory requirements and UniKey are active.
- You will receive an email once your UniKey has been added to your CSMS profile. Please ensure you've completed all mandatory requirements before picking up your ID card.

UI contractors

- ID cards are only required if building access is needed.
- Steps:

1. Submit **Access Request permit** via CSMS.
2. Once approved, collect ID card from **G12 Front Desk** – bring photo ID, CSMS permit parent/child numbers.

Collection point: G12 Services Building, Level 1, 22 Codrington St. Open Mon–Fri, 8:00am–4:00pm.

When working on any campus the Contractor must, on demand, provide proof of induction by showing the University of Sydney Contractor ID card or CSMS induction records or by presenting a downloaded or printed copy of certificate of completion. If the Contractor cannot produce evidence of induction completion, they will be instructed to stop work until such time as their induction status can be confirmed (at the cost of the Contractor). If no induction status can be easily and readily determined the Contractor may be requested to leave the campus.

2.4.3 Contractor Location-Specific Induction

In certain areas, location-specific inductions are required in addition to the Contractor Online Induction. Example: Laboratory Induction – Trades and Services.

The Contractor must coordinate with the RUS to determine whether a location-specific induction is necessary. For that, the local point of contact (i.e. often a building manager) must be consulted 48 hours prior to any scheduled works. The local point of contact will be able to advise and coordinate for a nominated responsible person from the location to deliver the induction to the contractor. The induction may include information on access requirements or vaccinations. The RUS will provide details of who to contact.

Records of these inductions will be kept by the department/faculty responsible. The following areas and Faculties are identified as having additional inductions. The local point of contact for these areas and Faculties must be consulted 48 hours prior access:

- The Charles Perkins Centre, including laboratories.
- Life, Earth and Environmental Sciences Building (LEES)
- Centrally managed Laboratory Facilities
- The Brain and Mind Centre.
- Sydney College of Arts.
- Faculty of Engineering and IT, including laboratories, research and development locations, the Australian Centre for Field Robotics and the School of Aerospace, Mechanical & Mechatronic Engineering.
- Faculty of Dentistry.
- Sydney Nursing School.
- Faculty of Agriculture and Environment.
- School of Physics.
- Faculty of Science.
- School of Molecular Bioscience.
- Sydney Nanoscience Hub.
- Sydney Medical School (Anderson Stewart Building)
- F09 Madsen Building.
- F11 Chemistry Building
- Molonglo Observatory Synthesis Telescope (MOST).
- Narrabri Observatory which hosts the University Stellar Interferometer (SUSI).

This is not an all-inclusive list of areas requiring induction. The contractor and RUS must check with the local point of contact prior to commencing any work.

2.5 Gaining Site Access, Protective Services and Emergency Management

Contractors that require a University of Sydney Contractor ID must collect their University of Sydney Contractor ID card as indicated above. The card must always be with the contractor whilst on campus and produced on request from any University staff member.

Lost University of Sydney Contractor ID cards, access swipes or keys will result in the requirement to pay a replacement fee, which can be between $15 and $575,000 dependent upon the item lost and potential security risk.

Prior to any work being carried out on campus the RUS must ensure that the Contractor is provided information relevant to known risks and hazards of the worksite and associated tasks.

This information is provided as part of the site-specific induction organised by the RUS and local point of contact, the project documentation and project start-up meeting where appropriate.

2.5.1 Sign In / Sign Out

Certain areas require the Contractor to sign in/out on arrival/departure. This information is provided as part of the site-specific induction organised by the RUS and local point of contact.

2.5.2 Protective Services & Emergency Management Contact Details

Protective Services and Emergency Management team are available 24 hours a day to assist with handling an emergency or safety threat. They regularly patrol our grounds and can be reached on:

- Protective Services & Emergency Management (general enquiries) – (02) 9351 3487
- Protective Services & Emergency Management (24-hour emergency response) – (02) 9351 3333

2.5.3 Restricted Access Areas and Other Specific Hazard Locations

2.5.3.1 Authorisation to access restricted areas

Contractors who require access to restricted or controlled/secured areas will be required to obtain formal authorisation for access. In certain cases, a Permit to Work may be required e.g. for roof access or working at heights.

Restricted and controlled/secured areas may include but are not limited to:

- Laboratories (PC2 and PC3 biohazard labs, research and experimental labs, etc.)
- Anatomy laboratories, museums and mortuaries
- Plant rooms
- Roofs and roof spaces
- Remote areas
- Chemical stores
- Radiation stores
- Biohazard rooms
- Rooms containing asphyxiant gases
- Microwave dishes – non-ionising radiation risk
- High Voltage substations
- Farms

- Telescopes
- Animal Houses

Approval to access these restricted areas must be sought at least five (5) working days prior to works commencing with the RUS AND the restricted area supervisor.

AT NO TIME CAN UI/COS WORKERS, CONTRACTORS AND THEIR WORKERS ENTER A RESTRICTED AREA WITHOUT PERMISSION FROM THE RESTRICTED AREA CONTROLLER.

Contractors are not to enter a restricted area unless such authorisation has been obtained, even if another University worker or student provides them with access.

2.5.3.2 Identification of restricted areas

To assist with identification of restricted areas, the RUS in cooperation with the Contractor, must liaise with the local point of contact, who will be able to provide a list of restricted access areas similar to that shown below.

Image 1 – Example of Restricted Access Areas List

Restricted access areas in School of Aerospace, Mechanical & Mechatronic Engineering

Area name	Room number	Contact person	Contact person phone number
Main Workshops FSAE Car Workshop Student Workshop	S112, J07 S116, J07 S120, J07	Mr. Duncan Stenger	9351 2459
Halliday Laboratory	S173	Mr Greg Elder	9351 7163
Combustion Laboratory	S147, J07	Dr. Matthew Dunn	9351 7150
Biomaterials Laboratory	S197, J07	Dr. Philip Boughton	9351 5018
Tissue Engineering Lab	S183, J07	Prof. Hala Zreiqat	9351 2392
Server Room	S223, J07	Dr. Doug Auld	9351 2336
Wind Tunnel	N107, J11	Dr. Doug Auld	9351 2336
Server Room	N210, J11	Dr. Doug Auld	9351 2336
Flight Simulator Bennett Laboratory	N209, J11	A.Prof. Peter Gibbens	9351 7350
Jabiru (Bird Lab)	N121, J11	Mr John Toddhunter	9351 7137
Flight Simulator Bennett Laboratory	N209, J11	A.Prof. Peter Gibbens	9351 7350
Field Robotics	EIE Bldg	Mr. Ritesh Lai	9036 6392
Fluid Mechanics	126, J13	Prof. Steven Armfield	9351 2927

Each restricted area has a nominated area supervisor, sometimes called “Room Custodian”, “Contact Person” or “Lab Manager”.

2.5.3.3 Specific requirements for entry and work procedures

Before work proceeds in a restricted area, the relevant area supervisor will provide specialist advice on requirements for entry and work procedures. This may include working under constant supervision of University personnel.

2.5.3.4 Signage of restricted areas

Some restricted areas are identified with signage located on doorways and access points to these locations. Contractors are required to follow the requirements of signage which will identify hazards within the space, precautions that must be observed and emergency contact persons.

Image 2 - Authorised Entry Placard

The University's standard 'authorised entry only' signage provides basic information about:

- the hazards in the areas
- the safety precautions required when entering or working in the area
- contact details for the area supervisor
- emergency contact details for the building

Image 3 – Example of Plant Room Sign

2.5.4 Keys/Swipe Cards

The RUS will advise the Contractor where keys or swipe cards are to be collected and returned. Contractors must comply with the KeyWatcher requirements covered in the CSMS contractor induction, including what can and cannot be done when borrowing keys.

Keys and swipe cards must be returned at the end of each day, or where agreed with the RUS, at the completion of the project or contract.

Where a KeyWatcher cabinet is used, keys may only be borrowed by authorised persons. Keys issued through KeyWatcher are allocated to the individual's access card and remain that person's responsibility until returned. Keys must not be shared, transferred or used by another person.

Typically, keys are only able to be held for up to 10 hours and must be returned before the expiry period, unless alternative arrangements have been approved by the RUS. When returning a key, the user must ensure it is securely placed back in the cabinet and can no longer be removed.

2.5.5 Access related to Permit to Work

For certain activities and for working in certain areas, a Permit to Work must have been requested from the RUS and approved (e.g. roof access, working at heights, asbestos removal, lead paint removal, excavation, hot works etc.). A minimum notice will be required depending on the type of permit required, unless it is an emergency situation/call out. For any hazardous material removal, where applicable, ensure that the **Asbestos Management Plan (AMP)** and **Hazardous Infrastructure Materials Management Plan (HIMMP)** are read, understood and complied with.

Refer to the **Permit to Work** section of this handbook for further information.

2.5.6 Hours of Work

Business Hours

Hours of operation vary across the University and the Campus. It is important to clarify with the area to be accessed but as a general rule, the standard hours of operation are 8.30am-5pm.

Contractors may refer to this web site for various operating hours of libraries, campuses and Faculties.

Library opening hours

Work After Hours

All buildings are alarmed after hours. If a Contractor requires access outside of normal business hours, they must receive prior approval in writing from the RUS (will be required to show the approval to Protective Services and Emergency Management for building alarms) and access must have also been arranged by the local Point of Contact prior to entry. Additional costs may be incurred if security is called out after hours.

2.6 Vehicles

Contractors and their workers must observe all parking, road markings, directional and control signage within University grounds. Pedestrians always have right of way and specified speed limits on University grounds must be strictly obeyed at all times.

All vehicles entering the campus must park in accordance with the restricted parking area conditions and posted directions. Restricted and parking area conditions apply 7 days a week 24 hour a day. The parking station operates on a 24-hour basis. Infringement notices will be issued upon any vehicles parked illegally. Fines will not be waived in such circumstances.

Vehicles delivering materials and tools to work site, and displaying a current parking permit, may park in allocated loading zones. These are not intended for all-day parking, with a general provision of 30 minutes maximum stay. Vehicles failing to display a current parking permit, or parked in an incorrect area, will receive a parking infringement notice.

Additional information on parking locations and parking permits available here:

Getting to campus

Parking or driving across footpaths and grassed or landscaped areas is prohibited. In instances where the nature of work makes essential to locate a vehicle on landscaped areas the following steps must apply:

- The Contractor must notify the RUS of specified works within five (5) working days
- The Campus Grounds Manager or nominated representative must advise the RUS and

Contractor of approved pathway and location for parking

Contractors are reminded that while on the University campuses they are still required to wear seatbelts whenever travelling in a vehicle. Should a contractor be found not wearing a seat belt on campus, then the contract may be subject to review.

Mobile phones should not be used when driving, except with a hands-free device when required for the work and only to answer or make calls and only if the phone is secured in a fixed mounting and does not require you to touch or manipulate the phone in any way.

All loads must be appropriately covered, restrained or protected in a manner to prevent the potential for a loss of load.

Contractors must not drive through floodwater. Where access routes, work areas or parking areas are affected by flooding or there is a risk of flooding, the Contractor must stop, reassess the work and use an alternative safe route or wait until the area has been confirmed safe.

University traffic and parking policy and procedure can be found here: Policy Register

2.7 Faculty & School Information

Faculty and School Information is located here: Faculties & Schools page

3 Work Health, Safety & Environment General Requirements

The University Work Health and Safety Policy and Environmental Sustainability Policy apply to all University staff and affiliates, including contractors. The policy is located here: Policy Register

3.1 Responsibilities

3.1.1 Workers

While at work, any worker must:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Take reasonable care to protect the environment, prevent pollution and minimise environmental impacts.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the University to allow the person to comply with the WHS Act and Regulations
- Comply with all applicable environmental legislation, regulations, standards and other EMS requirements and instructions.
- Co-operate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- Ensure that other workers are performing their work in a safe manner, so far as is reasonably practicable
- Be mindful of students and other campus users at all times

All persons entering University grounds have a responsibility in the course of performing their duties to:

- Comply at all times with all University contract conditions and requirements
- Use safety, emergency and protective equipment correctly and not render them inoperative
- Report directly to their immediate supervisor any situation which they have reason to believe could present a hazard and which they cannot themselves correct (e.g. unsafe practices, unsafe equipment, etc.)
- Report any incident or injury to health that arises in the course of or in connection with their work

3.1.2 Responsible University Supervisors (RUSs)

RUS(s) are responsible for:

- Having knowledge of WHSE requirements that apply to the work being undertaken and have appropriate training for this Handbook
- The implementation of these requirements in their area of responsibility and accountability
- UI – undertaking WHSE pre-commencement meetings with contractors.
- Ensuring the induction of the Contractor, informing Contractors of site-specific hazards, or other pertinent WHSE information about the location, and ensuring the Contractor implements measures to minimise risk to University staff and students

- Liaising with the relevant local point of contact to obtain up-to-date information on any site-specific induction and other WHSE requirements, and communicating requirements to the Contractor
- Ensuring a process of WHSE audits and inspections is appropriately implemented for Contractors under their remit to appropriately determine contractor awareness and understanding of their compliance responsibilities in relation to health, safety and the environment.
- Consulting, coordinating, and cooperating with any relevant stakeholders when the work may impact the health and safety of any other workers, staff, students and contractors
- Reviewing the risk assessments and health, safety and environmental plan developed by the Contractor prior to work commencing
- Working with the Contractor to ensure that specified safety systems and risk control measures are implemented for the duration of the contract works
- Report Contractor incidents and hazards according to the UI/COS procedure and in RiskWare.
- Collecting Contractor WHS statistics within the first week of the month for the previous month

3.1.3 Contractors

Contractors are responsible for:

- Ensuring compliance to WHS and environmental legislative requirements at all times
- Not placing themselves or others at risk of injury
- Working in accordance with relevant University Policy and Codes
- Complying with all requirements (as appropriate) contained within this Handbook
- Ensuring all Contractor workers and subcontractors who will be directly involved in the contract works have completed the University Contractor Online Induction, any other required site-specific induction(s) and received additional information as part of the project documentation or start-up workshop prior to the commencement of any work
- Obtaining formal authorisation from the RUS and the relevant area supervisor prior to enter a restricted area
- Providing WHSE statistics for activities and projects undertaken for the University to the relevant RUS within the first week of the month for the previous month using the online form.
- Report any WHSE incidents to the RUS immediately

Contractors have a responsibility to ensure the health and safety of their staff and University personnel, students and visitors that may be impacted by their operations. Contractors are also required to observe the following responsibilities, and the information contained in this induction Handbook, in addition to any other requirements which may be identified in the localised induction process. Further, contractors also have a duty of care to the environment and must take steps to prevent pollution and minimise environmental impacts.

The Contractor must also, so far as is reasonably practicable, provide and maintain a work environment in which people are not exposed to hazards. Contractors must:

- Ensure their own safety and the safety of others
- Provide a workplace and safe system of work so that, as far as practicable, workers, staff or students are not exposed to hazards
- Provide workers with information, instruction, training and supervision to enable them to work in a safe manner

- Ensure that all workers and subcontractors workers comply with these instructions and procedures
- Ensure that all statutory law, regulations, standards and Building Codes which are enforceable in NSW are always complied with
- Ensure that all Permits to Work have been completed and approved prior to the work commencement
- Communicate, consult and cooperate with their health and safety representatives and adjacent work groups in matters related to safety and health in the workplace
- Provide appropriate protective clothing and equipment as required by particular types of work and/or work carried out in particular locations or conditions
- Practice good site housekeeping to eliminate or minimise the risk of accidents, harm or pollution i.e. ensure work areas are left clean, tidy and vacuumed and that all rubbish and redundant materials are removed from site
- Tools and materials must not be left unattended
- Ensure work areas have appropriate barriers and signage when working on or near a thoroughfare (pedestrian or vehicle) or as required to prevent exposure to the hazard
- Promptly correct any hazard or risk that they are aware of, or if unable to do so, contact the relevant RUS during normal working hours, or Security Services after hours and advise of the hazard or risk
- Report WHSE incidents or hazards accordingly to the UI/COS procedure to the RUS and provide relevant documentation to identify details and actions of incident
- Immediately report any serious and or life-threatening incidents to the appropriate authorities,
- i.e. SafeWork NSW and advise Security Services and the nominated RUS of details

Contractors must instruct their workers regarding WHSE matters and ensure appropriate measures are undertaken to induct staff, i.e. information, education and training. The Contractor must also ensure workers are familiar with their own WHSE plans and procedures as well as those of the University as relevant to their scope of work.

The RUS may at any time request copies of any records to ensure compliance with WHSE legislation, safety management system requirements or the requirements of this Handbook. Copies of Site Meeting Minutes must also be forwarded to the RUS providing evidence of WHSE related matters.

3.2 Instruction and Direction from University Staff

Contractor work will at times necessitate communication with University staff. **Contractors are advised that they should not take on additional jobs or tasks out of the scope of their engagement** without prior authorisation from their RUS.

Instruction and direction from Faculty staff should be limited to the information required to understand and safely carry out the assigned task.

3.3 Communications to University Staff

Under no circumstances are reports, test results, consultant or engineering findings, to be communicated to University staff (who are not part of the UI/COS contract). All such communications are to be reviewed, approved and provided to University staff by the relevant RUS.

3.4 Regulators on Site

The expectation of contractors is that whenever a regulator (such as SafeWork NSW, Comcare, iCare, NSW Environment Protection Authority (EPA), Local Council etc.) arrive on site, UI/COS are immediately contacted (within 20 minutes) so a determination can be made if a UI/COS and/or other University representative needs to be there. Contact with UI/COS should be direct to the RUS and notification to the UI and COS – Health & Safety Partners, immediately.

The reason for this requirement is:

- Ensure UI/COS are appropriately informed of the nature of the visit
- Enable UI/COS to respond to questions that might be out of scope of the project or beyond the knowledge of the contractor, e.g. safety or compliance programs that the contractor may not necessarily be aware of
- Ensure the appropriate information is provided to the Regulator about the matter
- Ensure the Regulator is not overstepping any powers and that any Notices issued (either to the contractor or University) are issued in accordance with the legislation

Decisions by Regulators can have an impact on an organisation like the University, potentially affecting costs, altering elements of process and strategy, and of course affecting reputation.

Copies of any reports, notices or directions provided to the Contractor by a Regulator must be provided to the relevant PSU:

- UI – Compliance and Assurance Manager darren.mendonca@sydney.edu.au (0409 428 295)
- COS - Senior Manager, Operational Risk, Resilience & Compliance rebecca.gonzalez@sydney.edu.au (0403 721 328)

3.5 Supervision, inspection, auditing and performance monitoring

3.5.1 Supervision

The Contractors must provide adequate supervision to workers to the satisfaction of legislative requirements and University desires. **A Contractor Supervisor must be nominated, present on site and supervise and control the works at all times.**

Directions and explanations given by the University to the Contractor must be deemed to have been given to sub-Contractors and their workers.

3.5.1.1 Supervision of apprentices or trainees

Supervisors of apprentices and trainees must be appropriately qualified and have relevant experience for the vocation being undertaken.

An apprentice supervisor must be trade qualified in the relevant apprenticeship vocation. This means they must hold a Certificate of Proficiency for that trade or have equivalent qualifications and experience that would entitle them to such a certificate.

Where the apprenticeship relates to a regulated trade, such as electrical, plumbing, air-conditioning or refrigeration work, **the supervisor must also hold a valid supervisor licence or Qualified Supervisor Certificate.** A qualified supervisor must be an employee of the licence holder, a member of the partnership, or a director of the company holding the contractor licence.

A trainee supervisor must be suitably qualified or experienced at the same level as, or higher than, the traineeship vocation.

3.5.2 Inspections & Breaches

The University treats all instances of WHSE negligence very seriously. Failure to wear protective clothing or safety equipment when it is necessary is an example of WHSE negligence. Another example is the incorrect use or handling of hazardous materials.

The Contractor, as a Person Conducting a Business or Undertaking (PCBU) has a duty of care to provide and maintain a safe workplace for their workers, University staff, students and others and consequently has a responsibility to conduct workplace inspections on a regular basis. **The Contractor must make available copies of WHSE inspection and audit reports when requested by the RUS.**

Contractors are advised that the RUS(s), nominated representatives or UI and COS – Health & Safety Partner may carry out periodic and spot/unannounced WHSE inspections on any University premises.

These inspections form part of the University WHS Policy (http://sydney.edu.au/policies/). The Contractor's WHSE representative may also accompany the inspection during this process.

RUS(s) or their nominated representative must conduct random WHSE observations of Contractor conformance to WHSE plans or permit to work conditions. Non-conformances relating to WHSE will be recorded and conveyed to the Contractor for rectification and used as part of the review process for Contractor performance.

University staff identifying that a Contractor is undertaking activities in an unsafe manner, are responsible for reporting the unsafe practice to the relevant RUS, UI and COS Health & Safety Partner or nominated representative immediately advising them of the unsafe practice being undertaken.

Contractors must take immediate remedial action on any safety hazard, defect or any other issue associated with WHSE matters identified during such inspections. Contractors must comply with any reasonable written instructions issued by the RUS relating to WHSE.

If repeat incidents are observed, the Contractor may be instructed to cease work until the situation has been rectified, and the work site and/or operational procedures are deemed safe.

3.5.3 Audits and Reviews

The University may periodically request information relating to the Contractor's WHSE management systems of work. UI/COS may also determine a need for ongoing WHSE audits and inspections for a specific contract or project and may engage external experts for WHSE assurance activity. Where this occurs, contractors must comply with all reasonable audit requests and requirements.

Information requested may include, but not be limited to, the following:

- Site WHSE Plan and system components
- Safe Work Procedures and Method Statements
- Certificates for Plant
- Certificate of Operations and Training Records
- Licences, i.e. for high-risk works and trades
- Risk Management Procedures
- Incident investigation reports, either internal or notifiable
- Evidence of compliance with Development Consent and any other relevant environmental requirements, as applicable
- WHSE audits, inspections, task observations and schedules

3.5.4 WHSE Performance Monitoring

Contractor WHSE performance is monitored throughout the progress of the contracted work, and should

a Contractor not be performing their WHSE duties as per the contract, the responsible RUS will take steps to remedy the situation.

Contractors are required to provide WHS statistics monthly, including lead and lag indicators, for activities and projects performed for the University. The relevant RUS is responsible for gathering these statistics and the Contractor is responsible for providing them within the first week of the month for the previous month using the online form.

The Principal contractor is responsible for providing HSE performance and compliance status to relevant RUS monthly.

3.5.5 Non-Conformance and Corrective Action

The objective of the corrective action process is to prevent issues from occurring and to stop issues from recurring where they have already occurred. This is achieved by identifying non-conformances and opportunities for improvement, determining their root causes, and implementing corrective actions.

Non-conformance with this Handbook, the University WHS Policy and Procedures, environmental requirements, the Contractor's Safe Work Method Statements, or other known project conditions and requirements may be recorded in CSMS as a Corrective Action Report or Opportunity for Improvement.

Contractors must investigate non-conformances and opportunities for improvement to determine the actual root cause and implement appropriate corrective actions. Investigations should identify not only the immediate cause, but also any underlying causes that may result in repeated issues or indicate a broader systemic problem. Suitable root cause analysis methods may include, but are not limited to, 5 Whys, ICAM, Ishikawa Fishbone Diagram, Failure Mode and Effects Analysis, Fault Tree Analysis, TapRooT or Barrier Analysis.

The University, UI and COS representatives will review the effectiveness of corrective actions. Corrective actions will be monitored through to completion.

Contractors are expected to communicate relevant corrective action information across their work groups and projects, regardless of location or duration, where the lessons may help prevent similar issues. This process supports continual improvement and aligns with ISO-based management system principles.

3.5.6 Disciplinary Action

UI/COS reserves the right to immediately suspend and/or remove worker and/or terminate contracts regardless of any previous non-conformances or noted issues the contractor may have recorded, for any serious breaches of the provision of this handbook or failure to adequately respond to reasonable requests by UI/COS.

All compliance issues, non-conformances and disciplinary issues are taken into consideration when reviewing the performance of a contractor with respect to future contract opportunities.

3.6 Managing Risks to Health and Safety

All Contractors are required to identify reasonably foreseeable hazards associated with their work and work environment that could give rise to risks to health and safety and then manage the associated risks.

All Contractors must work through the hierarchy of control when managing risk as per the Act and Regulations. In controlling risks, the priority is always to eliminate risks to health and safety so far as is reasonably practicable. Where it is not reasonably practicable to eliminate, it is a requirement to minimise those risks as far as is reasonably practicable. All risk management should be in consultation with the workers undertaking the tasks or working in the environment.

Where the risk cannot be eliminated, the risks must be minimised by doing one or more of the followings:

- substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to

a lesser risk

- isolating the hazard from any person exposed to it
- implementing engineering controls

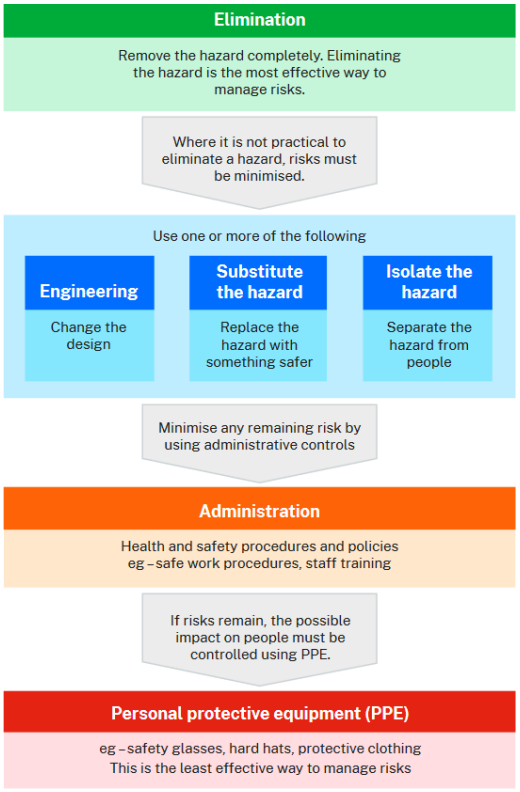
If a risk then remains, the remaining risk must be minimised, so far as is reasonably practicable, by implementing **administrative** controls.

If a risk remains after the above has been implemented, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable **personal protective equipment**.

Note: A combination of the controls may be used to minimise risks, so far as is reasonably practicable, if a single control is not sufficient for the purpose.

Refer to Figure 1 for information on hierarchy of control reproduced from Code of Practice How to Manage Work Health and Safety Risks.

Figure 1 - Hierarchy of Controls



3.6.1 Maintenance of control measures

Once a Contractor has implemented a control measure to eliminate or minimise risks, they must ensure that the control measure is, and is maintained so that it remains, effective, including by ensuring that the control measure is and remains:

- fit for purpose
- suitable for the nature and duration of the work
- installed, set up and used correctly

Contractors must implement an effective process for monitoring controls. This process must enable the identification of one-off and systemic issues, support trend analysis, and ensure lessons learned are captured and applied.

3.6.2 SWMS and Documented Risk Assessments

Hazards identified, evidence of a risk assessment and the controls recommended must be documented and provided to the RUS (or where appointed Principal Contractor). Often this will be in the form of a safe work method statement (SWMS).

It is also mandatory to provide a SWMS to the RUS, or to the designated Principal Contractor, prior to the commencement of work for high-risk construction works (refer to definition in Section 8). SWMS must comply with the requirements of the *WHS Regulation 2025 (NSW)*.

Contractors must review subcontractor SWMS against the relevant requirements of this Handbook, the contractor's own site safety requirements, and applicable legal and contractual obligations. The review must confirm that the SWMS is suitable for the task and location, and that it is supported by relevant task-specific information, such as safety data sheets, hazardous substances and chemicals information, permits to work, and emergency or rescue plans where applicable.

All SWMS used by contractors and subcontractors must be specific to the task being undertaken and the location where the work will occur.

3.6.3 Minimum Risk Management Practices

Contractors are required to adhere to the following minimum risk management practices and coordinate with the RUS where required.

Before the works, the following aspects must be addressed e.g. in a Safety Management Plan:

- Brief description of the scope of work including summary of major activities, identification of high-risk works and specialist tasks.
- A specific risk assessment incorporating controls and subcontractor documentation (if applicable) and supervision arrangements
- Identify person(s) with WHSE accountabilities for the works
- Specific inductions required, local points of contact, Permits to Work required, licenses to perform works, SWMS and safe work procedures relevant to the work, consultation process
- Required site inspections, frequency and timing and specific areas targeted for inspection
- Plan for managing work area, segregation of work area, delivery of materials, rubbish out etc.
- Site specific emergency / evacuation plan (and impact / coordination with building occupants if the site affects them)
- Arrangements for incident and hazard reporting

During the works:

- Pre-start risk assessments e.g. job safety analysis
- Monitoring and management of change.

3.6.4 WHS Management Plan

The *Work Health and Safety Regulation 2025 (NSW)* requires the Principal Contractor for a construction project valued at more than $250,000 to prepare a written WHS Management Plan for the workplace before work on the project commences.

Although a WHS Management Plan is not legally required for construction projects valued at $250,000 or less, the University may still require a project-specific WHS Management Plan or equivalent documented safety arrangements where the work involves high-risk construction work, complex interfaces, occupied buildings, critical services, public interface, or other significant risks.

The WHS Management Plan must describe how work health and safety will be managed for the project. The plan must be specific to the project, site, scope of work and risk profile, and must not be a generic corporate WHS document.

The size and complexity of the WHS Management Plan should be proportionate to the size and complexity of the project, including the nature and extent of any high-risk construction work being undertaken. At a minimum, the WHS Management Plan must include:

- the names, positions and health and safety responsibilities of all persons whose roles involve specific health and safety responsibilities
- the arrangements for consultation, cooperation and coordination between persons working at the site in relation to compliance with their duties under the WHS Act and Regulation
- the arrangements for managing health and safety incidents, including reporting and incident notification
- any site-specific health and safety rules and the arrangements for ensuring that all persons are informed of those rules
- the arrangements to collect, assess, monitor and review Safe Work Method Statements.

In addition to the above, the WHS Management Plan must:

- be site and project-specific, including relevant site layout diagrams
- outline traffic and pedestrian management controls, including relevant diagrams
- describe how waste removal and deliveries will be managed, including paths of travel through buildings where applicable
- include details of relevant inductions, including CSMS induction requirements and permit requirements
- identify any hoarding, fencing, barricades, exclusion zones or site separation arrangements that will be established
- describe how subcontractor WHS documentation will be reviewed, accepted and monitored
- describe how critical controls and other risk controls will be monitored throughout the works
- describe how corrective actions, non-conformances and opportunities for improvement will be managed, tracked and closed out
- avoid generic wording such as “where required”, “as necessary” or “as applicable” unless the plan clearly defines when and how the requirement applies to the project or task.

WHS Management Plans should be supported by relevant project and task risk assessments, site layout plans, traffic and pedestrian management plans, emergency and rescue arrangements, and other documents necessary to demonstrate how the work will be safely planned and controlled.

The Principal Contractor must provide the WHS Management Plan to the RUS before project commencement. Where updates are required following the WHSE Project Startup Meeting, or after any review or revision of the plan, the updated WHS Management Plan must also be provided to the RUS.

The RUS, UI or COS Health and Safety Partner, or other nominated University representatives may carry out periodic, targeted or unannounced audits of the WHS Management Plan and its implementation on site.

3.7 Consultation, Coordination and Cooperation

A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about any health and safety concerns and works together to find solutions. All Contractors must consult, so far as is reasonably practicable, with workers who carry out work for them and persons who are (or are likely to be) directly affected by a WHS matter related to the work.

It is critical that contractors have identified other stakeholders (your RUS can assist with this) and establish appropriate communication to consult, coordinate and cooperate with each other to the

completion of the works. On campus this may include representatives from faculty, administration or student groups, retail outlets managers and other contractor groups (construction, maintenance, IT etc.). Specific stakeholders, such as building managers and emergency wardens, must be consulted with where they are established in or adjacent to work areas.

The campus is a dynamic environment with many changing scenarios, situations and events, and at times the work a contractor must do may need to be deferred or rescheduled to accommodate exams, experiments, events or security related concerns. In such times the expectation is that contractors will work with stakeholders and cooperate in implementing arrangements suitable for all parties and where shared duties exist, these are managed and communicated in a coordinated and cooperative manner.

Where workplace safety matters or issues remain unresolved after consultation with relevant stakeholders and duty holders, support can be provided through the RUS to assist with resolution and to avoid further dispute or recurrence of the issue.

Consultation and resolution efforts should address all relevant matters, including:

- the degree and immediacy of risk to workers or other persons involved in the issue
- the number and location of workers and other persons affected by the issue
- the temporary and permanent measures required to resolve the issue
- who will be responsible for implementing the resolution measures.

Evidence of stakeholder communication must be provided where required for CSMS permit applications.

If a WHS issue remains unresolved after reasonable efforts have been made to achieve an effective resolution, the relevant duty holders should notify the University through the RUS before escalating the matter to an external regulator or authority, where it is reasonably practicable to do so. This allows the University to understand the issue, support further consultation and resolution, and prepare for any regulatory engagement.

Nothing in this section prevents any person or duty holder from exercising their rights or obligations under WHS legislation, including requesting SafeWork NSW to appoint an inspector to attend the workplace to assist in resolving a WHS issue.

As part of the 2025 legislative updates to NSW workplace protections, certain unresolved WHS disputes may also be dealt with by the NSW Industrial Relations Commission, including disputes relating to the cessation of unsafe work.

3.7.1 Works Notifications

The weekly *Works Notifications* email lists the buildings and areas affected by planned works and urgent work notifications may be issued by email at any time. Current works can also be checked by contacting your RUS.

3.7.2 Scheduled Events

When undertaking works within the University of Sydney, the Contractor shall be mindful that they are working within an Operational Environment, which includes, but is not limited to, several Scheduled Events that take place.

The Contractor shall make themselves aware of these Events by communicating with the RUS.

The Contractor shall schedule works accordingly to ensure the safety of those attending the Event and assist with the coordination of the Event where necessary.

3.8 Design Standards and Signage Manuals

The University publishes design standards, forms, sustainability standard submissions templates, guidelines and signage manuals for consultants and contractors undertaking design, documentation

and construction of University-owned, occupied or managed buildings, facilities, services and infrastructure.

The current University design standards, forms, guidelines and signage manuals are available from the University's Contractors public page.

These documents set out the University's minimum requirements for design, construction and maintenance, and apply to project managers, consultants, contractors, subcontractors, tenants, managing agents and University staff involved in University buildings and facilities.

Contractors must ensure the relevant standards, forms, guidelines and manuals are incorporated into the works, including contract documentation where applicable. Design standards must be referenced by revision number and issue date. Contractors must use the current versions available on the University's Contractors public page, as printed or locally saved copies may be uncontrolled.

The documents cover areas including building and architecture, services, communications, fire safety, hydraulics, roofing, façades, excavation, landscape, sustainability, accessibility, learning spaces, asset identification, operations and maintenance, and internal, external and interpretive signage.

Applicable WHS, disability discrimination, planning, environmental and other Commonwealth and State legislative requirements, the National Construction Code, Building Code of Australia, and relevant Australian and New Zealand Standards are minimum mandatory requirements. Where there is ambiguity between University standards and mandatory requirements, the higher performance requirement applies, unless otherwise approved by the University.

Requests for technical clarification must be made in writing to the issuer of the relevant standard, as identified on the standard's cover page.

3.9 Personal Protective Equipment (PPE)

Contractors are responsible for determining, through risk assessment or as otherwise stated in applicable Regulations, Standards, Safety Data Sheets and Codes, the required PPE for the work to be carried out. Contractors must provide their workers with PPE and have a process to manage the correct selection, supply, use, replacement, maintenance, training, instruction and storage of the PPE. All **PPE must be appropriate for the task and the work environment.**

The following PPE matrix is provided outlining the recommended minimum PPE requirements for contractors when undertaking specific work activities or in specific locations. Notwithstanding any specific PPE requirements determined by the responsible University supervisor for the area/location as necessary to work within their areas, it is mandatory for all outdoor workers to wear long sleeves and long pants, further, when working within laboratory spaces PPE must comply with the requirements as specified on the authorised entry placard and/or as required by the laboratory manager, without exception.

Location of Work	Eyewear	Hand Protection	Safety Shoes	Safety Clothing	Head wear	Hearing	Respiratory	UV Protection
Office	B	B	B	B	B	B	B	N/A
Construction Sites	B	B	M	M	M	B	B	B
Internal Fit outs	B	B	M	M^	M	B	B	B
Repairs & Maintenance	M	B	M	M	B	B	B	B
Outdoor Work	M	M	M	M	B	B	B	M
Farms	M	M	M	M	B	B	B	M
Kitchens / Food servery	B	B	M	M	B	B	B	N/A

Laboratory	M	M	M	M	B	B	B	B
Plant Rooms	M	M	M	M	M	M	B	
Restricted Spaces	M	M	M	M	M	B	B	B

M - Must / B - Based on Risk Activity / M^ - Long sleeve and long pants safety clothing is not mandatory, unless determined by risk assessment for the task.
Where a contractor adopts a PPE standard lower than that shown above, they must be able to support the decision through risk assessment, including evidence-based determinations of what alternative control measures will be implemented to ensure the risks will be eliminated or minimised as far as reasonably practicable. This is to ensure that appropriate work consultation and risk assessment has been undertaken and the hierarchy of control has been applied.

3.10 Sanitary Provisions/Use of Amenities

The Contractor may at times have shared access to toilets on the campus on which the works are being undertaken. As these toilets will continue to be used by the wider University community, the Contractor is responsible for using and maintaining these toilets in an appropriate and clean manner.

Most large infrastructure projects will out of necessity have their own ablutions setup and serviced. Contractors with such ablutions must ensure that controls are in place to prevent accidental discharge (e.g. overflow) and that the servicing of them does not impact on University staff, students and visitors.

Where ablutions are unable to be shared or setup within the project perimeter's alternative locations must be discussed and organised through the RUS.

3.11 Housekeeping, Storage of Equipment and Leaving the Work Area

Contractors must maintain a high standard of housekeeping while at the University. This means ensuring that the layout of the workplace allows, and the workplace is maintained to allow for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an emergency.

It is the responsibility of the Contractor to maintain their materials, tools and other equipment in an orderly manner on-site to reduce risks and to ensure these are secure and tidy prior to leaving each day.

Equipment and plant that is not in use must be left in a state that does not create a risk to the health or safety of any person.

All debris and waste resulting from Contractor activity is to be removed by the responsible Contractor in a timely manner. Working areas, stairways, passages and safety exits must be always kept clear of obstructions.

If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.

Contractors must avoid tracking dust and debris through operational areas, corridors and lifts etc. to help maintain a clean working environment. Where this is not feasible it is expected that the Contractor will provide floor protection or coverings that are appropriate for the work.

4 Work Health and Safety (WHS) Special Requirements / High Risk Work

Contractors performing any work that is considered 'high risk' must ensure that they comply with the requirements of WHS legislation for high-risk work. Any Contractor performing work of this nature will be required to provide proof of training, competency level and/or valid licence, safe work method statements and where required a completed permit for the work.

Refer to Section 8 Definitions within this Handbook for a list of all activities defined as **high-risk work**.

4.1 Permit to Work

Permits to work are required for the following tasks and a Permit to Work must be obtained prior to the commencement of work:

- Access request
- Asbestos removal
- Confined space work (A Confined Space Entry Permit is to be provided, managed and authorised by the Contractor, however, will be required to be notified to the RUS prior to commencement of the work and upon completion. Copies of the permit must be displayed at the work site.)
- Dust works (creating excessive dust)
- Electrical power shutdown
- Excavation and ground penetration (all deeper than 150mm)
- Fire systems interruption
- Hot works (including welding)
- Lead Paint removal
- Lifting (cranes and hoists)
- Natural gas isolation and shutdown
- Roof access (and roof spaces)
- Traffic and pedestrian management
- Working at heights (including scaffolding, use of EWP, use of ladders with risk of fall > 2m etc.)

These permits, except Confined space entry permit, must be submitted through the CSMS unless otherwise directed by the UI and COS - Health & Safety Partner or nominated representative. In certain circumstances the contractor will be able to use their own permit systems, or those of a principal contractor, and this will be through consultation and agreement with the UI and COS Health & Safety Partner or nominated representative. Potential circumstances where a CSMS permit may not be required include works where the Principal Contractor has control of the entire site and there is no interface with University infrastructure, services, operations or building occupants. Examples may include works in a dedicated hot works area or workshop, or minor works with no potential impact on building infrastructure, such as no fire system isolation or interruption. Each case must be assessed individually and agreed with the UI or COS Health and Safety Partner or nominated local safety representative.

No work can be commenced until the appropriate permits or approvals have been obtained and approved by UI/COS.

It is the responsibility of the Contractor to liaise with the RUS to obtain approval of the Permit to Work. If there are any changes to the scope of work, methodology, or personnel, the Contractor must

inform the RUS and obtain approval before commencing work on site.

On completion or suspension of works where a permit has been issued, these permits, along with documentation supporting the implementation of the permit (such as risk assessments, copies of licences, waste dockets, clearance certificates or results of gas monitoring), must be returned to the RUS (or where appointed the Principal Contractor).

When dealing with permits, queries relating to permits for 'emergency work' are frequently raised. Emergency works, in the context of permits, means works undertaken in response to an unforeseen and immediate risk to health and safety, critical infrastructure, the environment, or significant property damage, and where delay would materially increase the likelihood or severity of harm. Urgency, operational pressure, cost, program impacts, or reputational risk do not, of themselves constitute emergency works. Not all urgent situations constitute emergencies, and urgency alone does not justify bypassing controls of permit processes.

Support resources for the Contractor Safety Management System (CSMS), including Frequently Asked Questions and Quick Reference Guides, are available here: Contractors public page

4.2 Start and close of workday inspections

Contractors are required to check the site boundary, barricades and fencing at the commencement of each workday to ensure the site remains secure and that site controls remain in place. Checks should also identify any changed circumstances or damage that may have occurred (e.g. fallen trees, hoarding etc.).

Contractors must also undertake documented inspections with photographic evidence at the end of each workday, and prior to a long weekend, public holidays or other instances (e.g. adverse weather conditions, protests etc.) where the site will be unattended.

Copies of the documented close of workday inspections must be sent to the RUS.

4.3 Preventing Unauthorised Access, Use of Barricades, Fencing, Hoarding and Signs

4.3.1 Preventing Unauthorised Access and Establishing Exclusion Zones

Principal Contractors and workers who have management or control of a workplace have several obligations regarding the control of access to workplaces, such to:

- Ensure signs are installed that:
    - Show the Principal Contractor's name and telephone contact numbers (including an out of hours telephone number) show the location of the site office for the project, if there is one, (UI/COS have Project Sign templates to use, see examples on following pages)
    - Are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken
- Ensure, so far as is reasonably practicable, that the workplace is secured from unauthorised access, having regard to all relevant matters, including risks to health and safety arising from unauthorised access to the workplace, the likelihood of unauthorised access occurring and, to the extent to which it cannot be prevented, how to isolate hazards within the workplace.

On the University sites, **it is a requirement that work zones are clearly demarcated**. For construction works (minor and major) this may include controlling workspaces on multiple levels of a building, having signage (e.g. danger: no authorised entry; warning: construction zone, etc.), barricades, fencing and hoarding in place and ensuring that locations where University workers, students and visitors would otherwise come into contact with workplaces are secured from unauthorised access.

Additionally, putting in place exclusion zones within the work site can prevent workers from being

exposed to a hazard. Exclusion zones, or 'No go' areas, must be implemented to highlight the risks of entry to an area where there is an unguarded hazard, or to areas where work is being undertaken overhead and there is a risk of falling objects. They require clear signs warning people not to access the hazardous area and highly visible barriers securely fixed to prevent displacement. Relevant information and instruction must be provided about exclusion zones with adequate supervision to ensure that no unauthorised worker enters the exclusion zone.

Exclusion zones must also be established where minor works are undertaken within an occupied workplace to ensure that those people are not at risk of injury or harm from the work being undertaken.

4.3.2 Use of Barricades, Fencing, Hoarding and Signs

All construction and maintenance works are to be isolated from other activities, students, guests and staff of the University. Where this cannot be controlled by closing off the area of the building or using signage to temporarily prevent access to an area, then barricades or more substantial hoardings are required to be used.

Isolation of all works helps ensure the safety of all persons on the worksite or passing by on campus. The Principal Contractor must supply, erect and maintain any necessary barricades, fencing and handrails appropriate to the work they are doing, including signage to suit specified works, and or as directed by the Contract Manager. Unless directed otherwise, use of 1800mm high metal mesh proprietary barricade is required. The use of crowd control/pedestrian control barriers must be approved by the RUS(s) prior to use. The planned use of such barriers can be included in work methodologies or SWMS that have been reviewed and approved by the RUS.

University branded signs are free-issue and can be organised through the RUS.

4.3.2.1 Standard for Barricades and Fencing

All temporary fencing and hoarding must be manufactured and installed to Australian Standard 4686. Once installed, the temporary fencing or hoarding must be **certified by a qualified person as conforming to the requirements of Australian Standard *AS 4687:2022 Temporary fencing and hoarding*.**

The certificate must include:

(a) Photos of the installation;

(b) Any additional control measures deemed necessary such as additional bracing, heavier base plates, removing accessories (e.g. shade cloth, signs etc.); and

(c) confirmation from the qualified person of the pathway to achieve compliance, and that the structure is compliant, and has factored the following:

- design analysis, physical testing or a combination of both
- design wind speed with consideration of the local site conditions
- the stability class and importance level
- terrain category
- shielding class
- topography and proximity

A copy of the fencing or hoarding inspection certificate must be provided to the RUS, along with confirmation that the additional control measures have been addressed.

Where possible, temporary fencing should be braced to a stronger structure, e.g. hoarding or building, to assist in strength of installation. Temporary fencing should be inspected on a regular basis e.g. daily or weekly, to identify and rectify any potential hazards. At the end of workday, the site is to be secured by means of physical barriers to prevent public access.

Care must be taken to check and secure the barricades and fences whenever contracted workers leave the work area. This may include providing temporary lighting on the site, if deemed necessary by the Principal Contractor or directed by the RUS.

Temporary fencing, scaffolding and hoarding may require University mesh and other signage to be added. This will be determined in consultation with the RUS. Such mesh may be like that shown below.

Image 4 – Examples of University mesh on temporary fencing

4.3.2.2 Standard for Signs

Safety signs are placed throughout University campus to protect your health and safety. The Principal Contractor is required to supply and display appropriate safety and warning signage at the construction workplace for the duration of the project.

Safety signs of different colours and shapes should be used to indicate different safety hazards.

Restricted sites need to be signed in accordance with Australian Standard *AS 1319 Safety Signs in the occupational environment*.

Image 5 – Example of Safety Signs

4.4 Scaffolds

All scaffolds must conform to the requirements of WHS Regulations, AS/NZS 4576 Guidelines for scaffolding, AS/NZS 1576 Scaffolding (set), associated Standards for decking components, ladders, tube and coupler scaffolding, erection methodologies given in SafeWork NSW guide *Erecting, altering & dismantling scaffold Part 1*, and *SafeWork NSW Scaffolding Industry Safety Standard (March 2022)*.

4.4.1 Anticipating and planning for changes during scaffold lifecycle

Contractors, scaffolders and designers should consult and coordinate on the construction sequence and purpose of the scaffold, anticipating and planning for the required changes to a scaffold structure relative to the sequence of construction. Such consultation typically includes (but is not limited to) the use of scaffold ties and tie anchorage types, repositioning ties, topping up, moving hop-ups and decking components, accesses and openings, duty ratings, partial disassembly or removing components and the requirement for staged handovers.

4.4.2 Emergency planning

In addition to the consultation process noted above, contractors must consult with trades and workers to anticipate and plan for the changing work conditions and potential emergency scenarios during the building/construction sequence that will be impacted by the scaffold at various stages of construction and make appropriate plans to ensure effective emergency response may be achieved.

Emergency planning may consider such matters as changes to access and egress paths, alternative options for when stretcher stairs are not available, position and movement of rescue equipment and personnel through the scaffold, and access for emergency services (police, ambulance, fire etc.).

4.4.3 Preventing unauthorised access to scaffolds

Contractors and scaffolders must ensure that access to scaffolds is prevented while the scaffold is:

- Incomplete, closed or being altered or modified
- Without a valid handover certificate, or has not been inspected
- Required to be repaired or rectified following an incident or unauthorized modifications have been made

In addition to the above requirements, all scaffolds on university projects over 4m are required to have 2.8m hoarding surrounding the base level of the scaffold and have a lockable access/egress point, where there is the potential for the scaffold to be accessed by the public, staff and students. This may be internal and external to the project site.

4.4.4 Independent design and install verifications

The contractor is responsible for ensuring that all higher complexity scaffolds have independent design assessment and verification to identify any potential structural and stability issues, along with constructability of the design. Output of the assessment and verification must be documented, and any identified issues should be addressed prior to work commencing on the erection of the scaffold. This assessment and verification must be by a third party not engaged in the design process.

After erection and a handover certificate has been obtained, the contractor must organise a competent person who is independent of the scaffold contractor to inspect and verify:

- the erected scaffold conforms to the detailed design
- scaffolding work has been competently performed
- the scaffold is appropriate for intended use

Output of the inspection and verification must be documented, and any identified issues should be addressed prior to releasing the scaffold for use by other workers on site.

4.4.5 Handover Certificates

As per SafeWork NSW *Scaffolding Industry Safety Standard (March 2022)*: a handover certificate must be provided before first use of the scaffold after scaffolders have completed their scaffolding work i.e. after a new scaffold has been erected, or an existing scaffold has been repaired or altered.

Examples of alterations requiring an inspection and new handover certificate include:

- Adding/removing additional bays or lifts
- Changing ties or tie locations
- Changing platforms, hop-ups and decking component locations
- Changing edge protection or containment
- Partial disassembly or removing components (e.g. create an access opening)

Copies of handover certificates must be able to be provided upon request.

4.5 Prevention of falls, working at heights and accessing roofs

Contractor must comply with the requirements of WHS Act and Regulations, Code of Practice for Managing the risk of falls. Permits are required for working at heights and roof access activity, details for which can be found in this Handbook in the Permit to Work section.

A Working at Heights Permit must be obtained if using a step ladder, extension ladder or fixed ladder which involves a risk of a person falling more than 2 metres.

Before accessing rooftops, contractors should review the available information relating to roof safety reports and relevant heights safety equipment installed on rooftops. This information is accessible on CSMS.

Contractors must consider any special hazards specific to building activity (such as chemical flutes which may vent on roof tops), and common heights related hazards such fragile roof, skylights, power lines, asbestos and hazardous materials, radio frequency radiation, cooling towers and so on. All work at heights must consider the potential for dropped objects and for the works, including materials and equipment, to impact people or property outside the work zone.

A Roof Access Permit can only be authorised if the risk of fall from heights, with control measures agreed within the permit, is eliminated or minimised so far as is reasonably practicable AND IF the works do not include erection, alteration or dismantling of a scaffold or use of an EWP, workbox, BMU, temporary guardrails, safety mesh, work positioning system (restraint system), or a fall arrest system. Otherwise, a Working at Heights Permit must be used in place of a Roof Access Permit.

Any worker carrying out works at heights must be competent to carry out the task and trained in Working Safely at Heights.

Where penetrations are identified or created in the work area, they must be securely covered and fixed into position and clearly labelled as a penetration.

4.6 Plant, Tools and Equipment

Contractors must provide all necessary tools, equipment, PPE and access equipment that may be required to undertake the work. Only with the specific approval of the RUS are Contractors to use the facilities, plant or equipment owned by the University. Contractors must also ensure they, and their workers, are appropriately trained in the use and maintenance of plant and equipment used.

All Contractors are to manage the use of plant and equipment as directed in the following sections of this Handbook, and as per the *WHS Regulations 2025*, Chapter 5 Plant and Structure. Specific reference is made to *Subdivision 2 Additional control measures for general plant* and *Subdivision 3 Additional control measures for certain plant*.

The Contractor must ensure that all plant and equipment:

- Is fit for purpose
- Is suitable for the nature and duration of the work
- Has manufacturer operating instructions, including required pre- and post-start operational checks, and
- Is installed, set up and used correctly

Contractors must ensure that all plant and equipment have manufacturer operating instructions and/or operational pre- and post-start checks information available with the equipment and workers complete the required checks. Generic logbooks are discouraged in favour of manufacturer-specific requirements.

Powered and non-powered items, such as glass/duct/material lifts, must also have accompanying manufacturers operational pre-start checklists completed.

4.6.1 Standards

The following standards apply to all Contractors with regards to plant, tools and equipment:

- Only used by qualified or suitably trained personnel
- Use plant, tools and equipment for the purpose it was designed for and within its specified capacity limits
- Operators using plant requiring certificates of competency or licence must always carry them on their person while on site
- Ensure any safety features or warning devices are maintained, tested and used as intended
- Always seek instruction before using an unfamiliar piece of plant, tool or equipment
- Report any damaged plant, tools or equipment and do not use it until it has been repaired
- Where guards are provided, they must be kept in place
- Never distract the attention of another worker when operating plant or equipment
- Always use appropriate personal protective equipment
- Never use compressed air for cleaning clothing, plant or equipment
- Quantities of fuel, oil, solvents, cleaning fluids should be stored in approved containers in a cool, ventilated and where necessary, bunded, areas
- Report ALL hazards, unsafe conditions and work practices

4.6.2 Hand Tools

Picks, shovels, axes, crowbars, hammers, wrenches, files, screwdrivers etc. must be checked regularly. Use of an approved wrist-stop or lanyard to secure the tool is mandatory where there is a risk of it falling and injuring people below.

4.6.3 Explosive Power Tools

All explosive chargers for explosive powered tools must be kept in an approved, locked box. All operators of explosive powered tools must be trained and competent in using the tool. A warning sign must be displayed at each location the tools are used. Suitable protection must be worn when using the tools.

All work with any explosive tools or high vibration equipment must be approved by the RUS prior to commencement of work.

4.6.4 Lasers

Lasers may only be used by licensed persons. Lasers must be used with the following precautions:

- Up to Class 3A only to be used on the construction site
- Positioned so as not to be at eye level of workers in the area
- Warning signs must be erected

4.6.5 Compressed Air Equipment

Always use care when working with compressed air. If compressed air enters the blood stream through the skin, it can be fatal.

Wear suitable eye protections to guard against airborne substances, ear protection where excessive noise is likely to occur and/or respiratory protection where dust is present. Never, under any circumstances, should compressed air be directed towards the body of a person.

Where compressed air equipment will be used for prolonged periods suitable signage must be displayed.

4.6.6 Drones (remotely piloted aircraft (RPA))

Flying drones/remotely piloted aircraft/unmanned aerial systems is not authorised over any University property unless formal authorisation is obtained from UI and COS, Airservices Australia and the Civil Aviation Safety Authority where relevant.

4.6.7 Mobile Plant

Contractors must assess the use of mobile plant with regards to the surrounding environment and the potential for impact on the health and safety of others. Contractors should consider risks such as:

- the plant overturning or rolling-away
- things falling on the operator of the plant
- the operator being ejected from the plant
- the plant colliding with any person or thing
- mechanical failure of pressurised elements of plant that may release fluids that pose a risk to health and safety

Contractors must ensure mobile plant does not collide with pedestrians or other powered mobile plant. Without limiting this requirement, if there is a possibility of the plant colliding with pedestrians or other powered mobile plant, the Contractor must ensure the plant has a warning device (e.g. flashing lights, audible reversing alarms, horn, etc.) alerting anyone nearby who may be at risk from its movement and that appropriate traffic management procedures are implemented.

In shared and public areas, a spotter must be organised for each mobile plant movement: this person should be in visual contact with the driver at all times and wear high visibility clothing.

All guards, operator controls, emergency stops, and warning devices (where fitted) must be maintained in a clean state so they are easily recognisable and will work to best effect.

All mobile equipment such as front-end loader, dozers, backhoes, forklifts, drill rigs etc. must have keys removed; blades, tines and buckets lowered onto the ground and must be chocked or blocked when not in use.

This includes trucks and delivery vehicles while on campus and for which the contractor must ensure wherever possible they are parked on a firm, level surface with the handbrake applied, the motor switched off and rendered inoperable and the risk of plant moving of its own accord, including

rolling away, is eliminated.

4.6.8 Plant Access and Security

The Principal Contractor is responsible for the safe delivery, storage, security and retrieval of all plant under their management or control while it is located on University premises. For the purposes of this requirement, University premises refers to areas owned, leased, occupied or managed by the University in connection with the works.

This responsibility applies regardless of whether the plant is owned, hired, supplied or accessed by the Principal Contractor, their subcontractors or any other third party, to the extent that the plant is under the Principal Contractor's management or control.

Plant that is not in use must be secured to prevent unauthorised access, operation or movement. This includes the removal and control of keys or control devices and the implementation of appropriate physical or engineering controls.

Plant must not be delivered, accessed, operated or removed from University premises without the Principal Contractor's knowledge and coordination, including where plant is owned or retrieved by a hire company or other third party.

Plant stored, parked or staged on University premises, including outside the immediate work area or awaiting collection, is taken to be under the Principal Contractor's management or control and remains their responsibility until it is removed from those premises.

Any unauthorised or uncoordinated access to, or movement of, plant must be treated as a safety incident and managed in accordance with the requirements of this Handbook.

4.7 Traffic Management

Construction contractors using vehicles, powered mobile plant or other load shifting equipment for their activities on the University campuses must carry out risk assessments and consider the following:

- Separating pedestrians and vehicles
- Vehicle routes
- Safe crossings
- Parking areas
- Loading and unloading of vehicles
- Forklifts and other powered mobile plant
- Reversing vehicles
- Signs and road markings
- Lighting

In shared areas (e.g. Eastern Avenue), a spotter must be organised for each vehicle movement: this person should be in visual contact with the driver at all times and wear high visibility clothing.

Construction contractors must develop and implement an appropriate traffic management plan, traffic guidance scheme and/or traffic control plan suitable for the works. The traffic management plan should include details of:

- the output of traffic risk assessments
- emergency procedures
- the desired flow of pedestrian and vehicle movements
- the expected frequency of interaction of vehicles and pedestrians

- management of delivery and waste removal service
- control measures for each expected interaction including illustrations of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through a work site or temporary hazard
- how short term, mobile work and complex traffic situations will be managed
- responsibilities and competencies required of people managing traffic in the workplace
- responsibilities of people expected to interact with traffic in the workplace
- instructions or procedures for controlling traffic including in an emergency

A traffic management plan should be monitored and reviewed at regular intervals or following an incident to ensure it is effective and considers changes at the workplace.

All traffic management plans that impact roads and pedestrian access paths or that will alter established traffic flow patterns throughout the University must be submitted through the **Traffic and Pedestrian Management permit** in CSMS.

All trade contractors must follow campus parking and traffic signs and where these trades are working with construction contractors must work in accordance with the traffic arrangements for the project.

4.7.1 Traffic Controllers and Spotters

The University recognises that traffic controllers and spotters perform different roles and require different competencies and levels of authority.

Traffic controllers are responsible for controlling and directing traffic and pedestrian flows on or adjacent to roads, including during road closures, partial road closures, construction access, maintenance works or roadside work events. Traffic controllers must hold the required SafeWork NSW Traffic Control Work Training Card for the traffic control work being performed and must be trained by a SafeWork NSW approved training provider.

Spotters operate within controlled work areas and assist with the safe movement of vehicles, mobile plant, heavy equipment or loads where visibility, clearance, reversing, exclusion zones or interaction with pedestrians may create a risk. Spotters do not control public traffic unless they also hold the required traffic control competency.

Spotters must be competent for the task, understand the site traffic management arrangements, maintain effective communication with the operator or driver, remain in a safe position with clear visibility, and wear high-visibility clothing that makes them clearly distinguishable from other workers where required.

4.7.2 Road Closures

Road closure requests must be submitted through the **Traffic and Pedestrian Management permit** in CSMS.

Requests will be assessed on the following criteria:

- safety concerns
- importance and need for closure
- impact
- available alternatives to closure

If it is necessary to close a road, adequate signs and barriers must be erected as directed by the Protective Services and Emergency Management Unit. The Contractor is responsible for the erection and maintenance of required signage and barriers, at their cost.

Unauthorised road closures may result in the road being re-opened without further notice.

Contractors are responsible for obtaining and complying with council permits, RMS permits, and

approved road closures and diversions.

4.8 Essential Services

Essential services include the supply of gas, water, sewerage, telecommunications, electricity, chemicals, fuel and refrigerant in pipes or lines. The Contractor must manage the risks to health and safety associated with essential services at the workplace.

All construction work that is carried out on or near:

- Pressurised gas distribution mains or piping
- Pressurised water mains or piping
- Chemical, fuel or refrigerant lines
- Energised electrical installations

is considered as **high-risk construction work** and a SWMS must be prepared before this work commences.

Refer to Isolation and shutdown of services.

Before work commences, Contractors must confirm the services are at or near the location where the work is to be done that could create a risk if contacted or damaged. Services may be underground or hidden in floor slabs, behind walls, in wall cavities or even within wall render.

Services locating and slab scanning is essential to aid in the minimisation of potential service strikes. The University has buildings and infrastructure which is very old, and many previously unidentified services have been discovered in slabs and walls and subfloor areas chased into structural elements and created risks to workers.

Contractors must locate and identify shut-off valves for essential services when cutting into slab, ground or wall. This must be communicated to workers and incorporated in the Work Health and Safety Management Plan and Emergency Procedures.

The RUS will make available all known information of the area. Contractors must apply for a **Permit to Dig** for all excavation and ground penetration works through CSMS.

4.8.1 Core Holes

At the University, coring activities through floors, slabs, ceilings and walls carry significant risks. These include potential damage to structural elements, hazards from electrical, gas and plumbing services, and complications with ICT infrastructure. Such risks can result in costly repairs, legal issues and serious safety incidents. It is therefore essential that thorough site assessments are carried out and appropriate technology is used to identify and mitigate risks before any cutting begins.

Prior to commencing coring activities, contractors must:

- Identify the location of all services in the area (e.g. through scanning).
- Check whether any services are controlled by timers (such as electrical systems), as these may not be detected during scanning if inactive, but could be live during coring.
- Determine the safest method of core extraction (e.g. drawing the core back toward the worker, rather than coring through into another space).
- Drill pilot holes as part of the investigation process.
- Assess where spotters are required (e.g. on the opposite side of the structure being cored, where live services may be present but not visible).
- Isolate services where required.

4.9 Electrical Safety

Prior to the commencement of any work involving electrical lines and/or equipment, Contractors must contact the RUS (or where appointed the Principal Contractor) who will define the scope and limits of the work.

Contractors must ensure that all electrical items are tested and tagged according to the *WHS Regulation 2025 (NSW)* and associated codes of practice and standards, specifically:

- Electrical practices for construction work
- Low voltage electrical work
- AS/NZ 3760 In-service safety inspection and testing of electrical equipment and RCDs

Suitably qualified, licensed and trained personnel must carry out all electrical isolations. Work on any isolated equipment must not commence without tagging and locking the equipment out.

All works to electrical systems must be documented and the Contractor will send a Certificate of Compliance of Electrical Works (CCEW) to the responsible UI/COS Project/Contract Manager.

The Contractor must refer to the *Code of Practice Managing Electrical Risks in the Workplace* when electrical risks are identified in their scope.

All construction wiring must be supplied and installed as per AS/NZS 3012 and its referenced standards and codes.

Live electrical work must not be undertaken unless it is not reasonably practicable to isolate the relevant energy source. Where live electrical work is required, the Contractor must provide, manage and authorise a live work permit and associated procedure before the work commences. The Contractor must notify the RUS before any live electrical work is undertaken.

4.9.1 Electrical Leads (cord extension sets)

All electrical leads must be the heavy-duty sheathed type:

- Tested and tagged by a qualified person
- Supported clear of the ground or floor using insulated or other suitable materials wherever practical
- Only connected to the nearest power outlet
- Removed from the power outlet when not in use
- Protected if passing under doors, through doorways or across open areas (e.g. tapped down to prevent trip hazards)
- Must be kept as short as practicable and in good order
- Joints must be made with approved plugs and sockets or junction boxes

A cord extension set must not be joined so that the total length of any combination exceeds relevant maximum values as per AS/NZS 3012. Generally, this will be:

- 10A, 1.0 and 1.5 conductor size will be 25m and 35m respectively
- 16/16A, 1.5 and 2.5 conductor size will be 25m and 40m respectively
- 20A, 2.5 and 4.0 conductor size will be 30m and 50m respectively

Quoted lengths are taken from AS/NZS 3199 and based on voltage drop of 5% of 230V at rated current for the conductor size.

4.9.2 Residual Current Devices (RCD)

An RCD is an electrical safety device designed to immediately switch off the supply of electricity when electricity 'leaking' to earth is detected at harmful levels. RCDs offer high levels of personal protection from electric shock.

Contractors are required to manage any electrical risk associated with the supply of electricity to 'plug in' electrical equipment using an appropriate RCD in certain higher-risk workplaces.

Contractors must comply with *AS/NZS 3012 Electrical installations - Construction and demolition sites* in relation to RCD requirements for construction and demolition sites.

Common examples of electrical equipment requiring an RCD include:

- Hand-held electrical equipment, for example drills and saws
- Electrical equipment that is moved while in operation, including jackhammers, electric lawn mowers, floor polishers and extension cords
- Electrical equipment that is moved between jobs in ways that could result in damage to the equipment, for example electric welders, electric cement mixers, portable bench saws and extension cords

Additional RCD requirements may be included in *AS/NZS 3000 Electrical installations, Wiring Rules*, local building and electrical safety laws.

4.9.3 High Voltage Works

Requirements for electrical work on high voltage equipment after switching, isolation, short circuiting and earthing are specialised requirements. Only competent electrical workers who have received appropriate training in high voltage electrical work are permitted to work on high-voltage electrical equipment.

High voltage works have specific requirements that will be detailed in Contractor scope of works and may require assistance of supply authorities.

4.9.4 Working in the vicinity of overhead and underground electric lines

Contractors required to work in the vicinity of overhead and/or underground electric lines must follow legislative and code of practice requirements for such associated matters as:

- Risk management processes.
- Approach distances.
- Operating cranes and mobile plant
- Tree and vegetation management
- Scaffolding work
- Agricultural work
- Low voltage overhead electric lines near structures
- Transporting high loads

4.9.5 High voltage substations

A Contractor needing access to a high voltage Substation area must abide by all applicable Acts and Regulations. Access must be arranged through University Facilities Officer, who will arrange access permits.

The Contractor must obtain written permission prior to accessing any high voltage sub-station and must abide by the following criteria:

- Obtain a Contactors permit to work from the RUS
- Regulation under the Electricity Act 1995
- AS/NZS 3000 Electrical Installations (Australian/New Zealand Wiring Rules)
- WHS Regulations 2025 (NSW), Part 4.7

All electrical work completed by a Contractor must have an 'Certificate of Compliance for electrical work' (CCEW) completed and forwarded to the RUS. Also refer to the Facilities Management Unit for Electrical Compliance Protocol which provides guidance on compliance with relevant State legislation concerning Certificate of Compliance for electrical work (CCEW).

4.9.6 Use of ladders for electrical work

Where electrical works requires the use of portable ladders, only fiberglass ladders must be used. This includes works to gain access to electrical installations such as cutting gyprock, removing roof panels. Metal ladders, including step and trestle ladders, must not be used where electrical hazard exists. When handling metal ladder for non-electrical work, care must be taken to ensure that the ladder does not make contact with power lines and conductors.

Contractor must comply with the requirements of Code of Practice for Managing the risk of falls for selection and use of ladders.

4.9.7 Ultra-violet (UV) lamps in Heating, ventilation, and air conditioning (HVAC) system

Contractors planning to access HVAC systems for works, must take into consideration presence of UV lamps (emitting ultraviolet type C radiations) installed for air sterilization in certain equipment and implement appropriate control measures as per the hierarchy of controls to prevent accidental exposure.

Such lamps are in particular present in D17 Charles Perkins Centre and F13 Anderson Stuart Building. Contractors must always consider isolating such lamps before starting work to eliminate the risk of exposure.

4.10 Lock-Out, Tag-Out and Test

4.10.1 Lock-Out, Tag-Out and Test Requirements

The Lock-Out, Tag-Out and Test process is required if a contractor is required to conduct work on any plant, equipment or service that has one or more energy sources that crate a potential hazard for the contractor when working on the equipment.

4.10.1.1 One person one lock

University sites require each person working under a Lock-Out, Tag-Out and Test procedure to have, and attach, their own lock to prevent the isolator being opened while their task is in process.

If two or more people are working on machinery, plant and equipment that is isolated through several lock out points, each person must attach a lock and tag to each lock out point.

To avoid the need for multiple locks on each lock out point, a lock box may be used. Under this system, each lock out point is locked by only one lock, and the keys to the locks of the machinery's lock out points are placed inside a box that is locked by all the individual locks of people working on the same plant.

Image 6 – Example of a group lockout box

4.10.1.2 One lock one key

Each person working on the machinery, plant and equipment must have their own lock, key and tag. There should be no duplicate key available for any lock, except a master key for use in an emergency that is secured and only available to the appropriate supervisor with the authority to use the master key.

During inspection, repair, maintenance, cleaning or adjustment of the machinery, plant and equipment, the one key to each person's lock should be held only by that person, who is responsible for both locking and unlocking the lock out device.

4.10.1.3 Multiple energy sources

If more than one energy source or hazard must be locked out to enable safe shut-down of the machinery and equipment, the single key to each lockout device should be held by the same person.

4.10.1.4 Isolation by Incumbents for Project Work

Isolations for infrastructure and construction projects are often performed by incumbent facilities services contractors. Where an incumbent maintenance contractor completes an isolation for a Principal Contractor, the Principal Contractor must ensure that the isolation is verified and that the site manager or site supervisor applies their own lock and tag to the isolation.

Where workers or subcontractors are working under the isolation, the isolation must be managed through a lock box arrangement, as outlined in section 4.10.1.1 One person one lock. The site manager or site supervisor must secure the isolation keys in the lock box, and each worker or subcontractor working under the isolation must apply their own personal lock to the lock box before commencing work.

4.10.1.5 Removal of Tags and Locks

Removal of Danger tags, security locks or other devices must only be carried out by the originator. Contractors are not permitted to remove other contractor's tags and locks.

Unauthorised breach or removal of a tag or lock will result in disciplinary action.

If a tags or lock cannot be traced or requires removal but the person responsible for the items cannot remove the lock, **permission can only be obtained from:**

- UI – Chief of University Infrastructure
- COS – Director Asset Management & Operations.

4.10.2 Danger Tags

Danger – Do Not Operate Tag is used with a lock-out device to identify that a lock-out is in progress; the person working on the plant/equipment; and date applied.

Image 7 - Example of Danger Tags

The tag is not used on its own to isolate plant or circuits, as this is not an effective isolation device. A tag only provides information to others; a lock must be used as an isolation device and will be accompanied by a tag.

Under no conditions will activating operational stop buttons, emergency stop devices or interlock devices be considered the equivalent to the isolation of power sources or the release of stored energy.

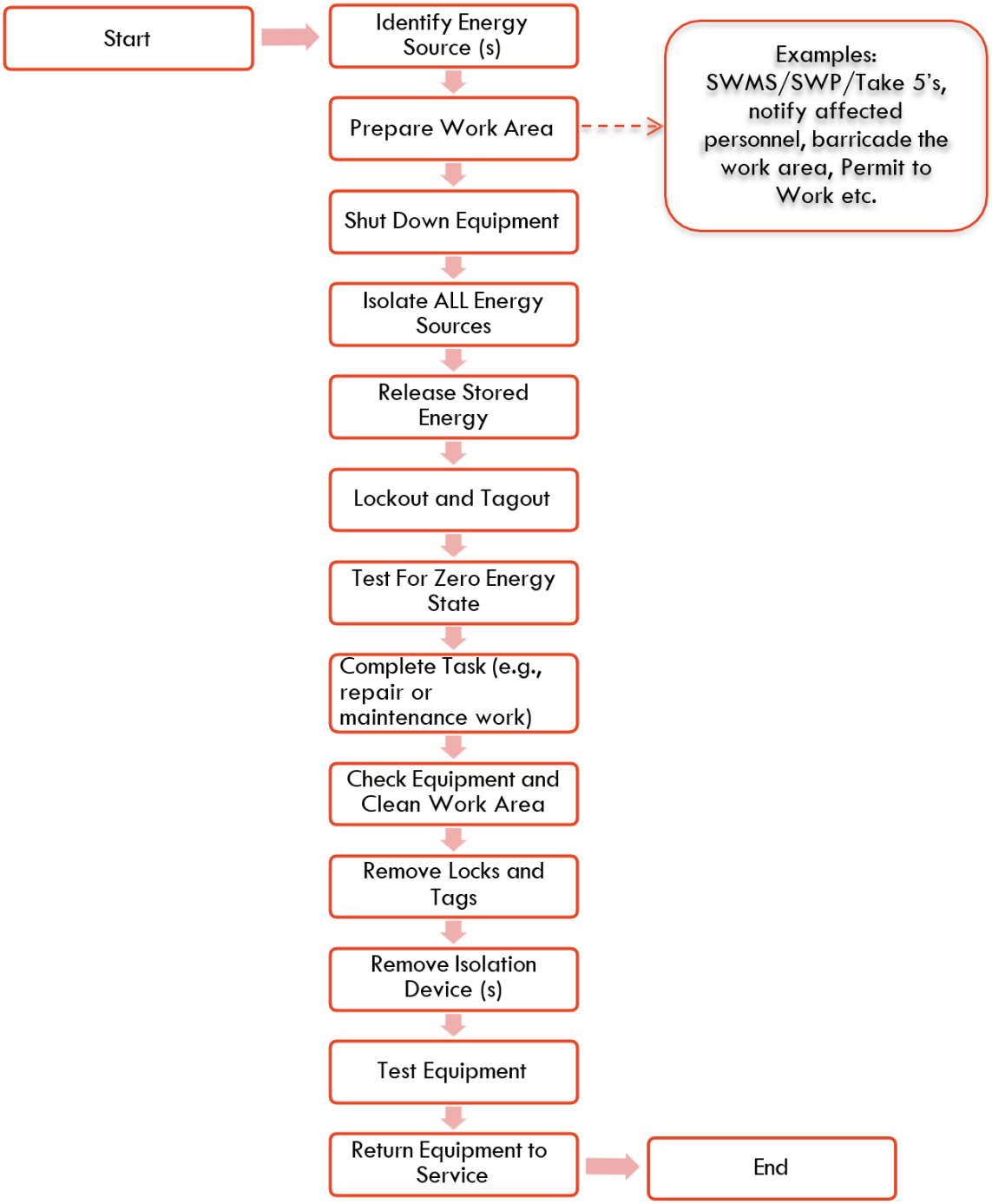
Attach own Danger Tags or Lock-Out Device to isolation switches, valves or other isolators in all instances where Lock-Out, Tag-Out and Test is required. Contractors must use industry standard locks, hasps and tags, for example, Master Lock types.

Image 8 – Example of Lock and Hasp

All locks must be traceable to the user. Where locks are identified only by numbers, a Register of Personal Locks is to be maintained and readily available.

4.10.3 Energy Isolation Flowchart

Energy Isolation procedures involve the isolation of all forms of potentially hazardous energy so that the plant does not move or start up accidentally. Isolation of plant also ensures that entry to a restricted area is controlled while the specific task is being carried out. Isolation activities must address the basic steps outlined below:



4.10.4 Procedure for the Removal of Lockout/Tagout Devices by Persons Other Than Those Who Fitted Them

Warning

- This procedure must only be used when there are reasonable grounds to believe that the person who fitted the lock and/or tag has inadvertently forgotten to remove the lock and/or tag, or when that person is incapacitated and cannot remove the lock and/or tag.
- It is possible the worker may have temporarily left the facility to obtain spare parts or required equipment to complete the repair, so absence from the facility is not reason enough to initiate this procedure.
- Prior to using this procedure, a thorough effort must be made to locate the person who fitted the lock and/or tag and get him or her to return to the facility to remove the item.

- In all cases where the person can be located, he or she must be requested to return and remove the lock and/or tag instead of using this procedure.

When a worker who applied a lock or tag is not available to remove it, the lock or tag may be removed only by the RUS by following these procedures:

Step	Action
1.	Make a reasonable and thorough attempt to locate the worker, such as making contact on his work telephone and/or mobile phone and request that the contracting company contact the worker.
2.	Inform all relevant personnel that the removal of the lock is being undertaken and specify what equipment the lock was isolating and who fitted the lock.
3.	Evaluate if it is safe to reenergize the equipment by performing all of the following: • Check the area thoroughly to ensure all equipment has been reassembled correctly. • Ensure all connections to the equipment have been remade. • Remove any tools or equipment from the area. NOTE: This may require the assistance of a competent person.
4.	Report the evaluation and obtain permission from the **Chief of University Infrastructure** / **Director of Asset Management & Operations (AMO), COS** as applicable to remove the lock and/or tag.
5.	Clear the area of all personnel and tools.
6.	Remove the lock and/or tag. NOTE: This may require the assistance of a competent person.
7.	Re-start the equipment if necessary. NOTE: This may require the assistance of a competent person.
8.	Inform the Contracting Company that the lock and/or tag have been removed.
9.	Inform the **Chief of University Infrastructure** / **Director of AMO (COS)** as applicable that the lock and/or tag have been removed

4.10.5 Testing Isolation Procedure

After plant has been shut down, locked out and tagged, all isolated power sources should be tested first with appropriate instruments and then by trying to activate the plant, before any person attempts to start work on the plant. This should be done by a person who understands the complexity of the plant (or parts of the plant, including control stations and computers remote from the plant).

It is not safe to assume an isolator has locked out an electricity source simply because it is in an open position. While normally this should open an air gap between contact points, it is possible for contact points to become welded together by the passage of electricity and remain so even when the isolator appears to be open.

Work on the plant should not begin until tests have confirmed it is safe to do so. The calibration of any instruments required to test isolation procedure should be checked before use.

4.10.6 Out of Service Tags

Out of Service Tags are used to identify plant or equipment taken out of service due to a fault, damage, or non-requirement.

Tags are not removed until the item is safe for return to service.

Image 8 – Example of Out of Service Tag

An 'Out of Service' Tag can be used by anyone who considers the item to be unsafe or unserviceable. Details of the date, person tagging, and reasons will be entered onto the tag.

Tags are securely fixed to the plant/equipment controls (e.g. steering wheel on a forklift) and isolator where applicable. Any starting device (e.g. key) is removed to prevent activation.

The person tagging should immediately advise Campus Assist of the fault by telephone or on- line, who will ensure that matter is appropriately logged.

4.11 Isolation and shutdown of services

To ensure minimal impact on stakeholder groups, the RUS are required to confirm that service isolations for services such as electricity, water, gas, telephone or data have been arranged and that individuals or areas affected have been advised ten (10) working days prior to the date of the shutdown.

Information regarding the service isolation should be provided to the RUS describing the nature of the work to be done, the time and the expected duration of the shutdown. All interruptions must be kept at an absolute minimum and only at such times as has been agreed by the RUS. Should services be shut down accidentally, the Contractor must advise the RUS and Protective Services and Emergency Management immediately.

Contractors are to ensure that the isolation/tag out system is applied to the setting up, servicing and repair of all machinery capable of being activated by energy sources including electrical, pneumatic, hydraulic, chemical and mechanical (refer to section Lock-out, tag-out and test).

4.11.1 Isolation of Fire & Security Alarms

When undertaking works that may generate heat, dust, smoke, or involve alterations to the Building Fire Protection Systems, the following procedures must be adhered to:

Fire System Interruption Permit: A fire system interruption form must be submitted through CSMS at least three (3) working days prior to the start of the isolation.

Engagement of University Fire Services Maintenance Provider: Isolations must be executed exclusively by a current University Fire Services Maintenance Provider.

Risk Assessment for Fire Protection: A risk assessment identifying the risks and measures undertaken to ensure adequate fire protection must be provided with the fire system interruption application. This assessment is crucial in maintaining fire safety in the general location of the works.

Daily Restoration of Fire Isolations: All fire isolations must be reinstated at the end of each working day, except under rare, pre-approved circumstances. For overnight isolation approvals, contact fire.services@sydney.edu.au to ensure that necessary physical fire protection measures are in place such as the deployment of fire watchers. Depending on the extent of these isolations, the University's Insurer may also be required to be notified.

Mandatory Approval Prior to Work Commencement: WORKS CANNOT COMMENCE BEFORE FORMAL APPROVAL IS RECEIVED FROM UI/COS.

Regulations for Hot Work: No welding or other heat or dust producing work is to be carried out in any internal area before the fire alarm detectors are isolated. A Permit to Work must be completed, indicating any/all Hot Work activities. Non-compliance may result in a false alarm, calling out the Fire & Rescue NSW Services and the relevant Service Provider, at the cost of the Contractor.

Notification of Modifications to Hydrant or Sprinkler System: COS Protective Services and Emergency Management and the relevant RUS must be notified of any modifications to the hydrant system requiring interruption to the fire water supply at least five (5) working days prior to the modification work. Depending on the extent of these isolations, the University's Insurer may also be required to be notified.

4.11.2 Natural Gas Isolation and Shutdown

Contractors must notify the RUS in writing at least 10 working days prior to any natural gas isolations using the **Natural Gas Isolation and Shutdown permit in CSMS**. The notice will clearly specify which gas system will require isolation and shutdown as this will form a part of the UI/COS Communication that is required to be circulated to affected buildings prior to the event.

This notice must be approved by the RUS prior to commencement of works.

4.11.3 Electrical Shutdowns

Contractors must notify the RUS in writing at least 10 working days prior to any power shutdown required. The notice will clearly specify which parts of the electrical system will require shutdown as this will form a part of the UI/COS Communication that is required to be circulated to affected buildings prior to the event.

This notice must be approved by the RUS prior to commencement of works. Where a complete shutdown is required on a switchboard or multiple switchboards under a project, the **Electrical Power Shutdown permit in CSMS** must be submitted and authorised prior to commencement of works.

4.11.4 Isolation of Fume Cupboards

Fume cupboard or chemical store ventilation can only be isolated by arrangement with the RUS and the local area manager. Fume extraction fans must not be isolated before 'tagging out' all affected laboratory fume hoods to prevent their use (refer to section on 'Danger' and 'Out of Service' tags). Contractors must personally confirm with the laboratory manager that all laboratory staff are aware that they are about to start work on a fume hood system.

4.12 Trenching & Excavation

Any excavation work on the University grounds must be carried out in accordance with the provision of WHS Regulations and *Code of Practice Excavation Work*. **All excavation and ground penetration works require a Permit to Dig** available on CSMS.

All excavation work is considered high risk work and therefore requires the Contractor to prepare and submit a SWMS.

Prior to intrusive works, the Contractor must check the applicable Hazardous Infrastructure Materials Registers and contaminated land environmental management plan (if relevant) for the building and the University's Asbestos Management Plan (AMP) and Hazardous Infrastructure Materials Management Plan (HIMMP) and determine whether works will disturb hazardous infrastructure materials and/or contamination requiring specific management (refer to Section 4.16 and 5.9).

Contractors must manage the risks to health and safety associated with excavation work before the work commences including but not limited to the risk of:

- a person falling into an excavation
- a person being trapped by the collapse of an excavation
- a person working in an excavation being struck by a falling object
- a person working in an excavation being exposed to an airborne contaminant
- vehicle or mobile plant encroachment on the excavation and zone of influence

To manage the risks, all relevant matters must be considered including:

- the nature of the excavation
- the nature of the excavation work including the range of possible methods of carrying out the work
- the means of entry into and exit from the excavation (if applicable)
- the potential presence of hazardous infrastructure materials and/or other contamination in the excavation area
- The requirements of *Essential Services* of this Handbook must be followed as part of the excavation process.

Any excavations within 1.5 meters of known service are to be carried out by manual excavation (i.e. shovel) or hydro-vac/non-destructive measures until the service is exposed.

All open excavations must be always surrounded by suitable barricades or barriers.

Any underground obstacle, unexpected service, unidentified materials, suspected archaeological items or artefacts identified requires an immediate stop of work and the Contractor must inform the RUS to assess the necessary course of action. Refer to Unexpected Finds section (4.16.1).

All trenches over 1.5 metres in depth must be protected against collapse by approved methodologies (e.g. bench, batter, shore etc.) and barricades must be erected around the trench and always kept in place.

Where contractors are engaged for events on university grounds, they are advised that all structures are to be weighed down and not pegged. Any proposal to erect a structure on the lawns needs to be clearly documented in the booking request, and if in doubt, discuss with University Venues or Grounds.

4.13 Respirable Silica and Engineered Stone

Contractors are required to identify and manage risks associated with crystalline silica substances (CCS) and silicosis through worker exposure to silica dust during tunnelling, demolition and excavation work, or uncontrolled cutting, grinding, polishing and drilling of common building materials including brick, concrete, sandstone and tiles and use/handling of engineered stone.

Typical crystalline silica levels in different materials are:

- sand and sandstone: 70-100%
- manufactured stone: 93% or higher
- granite: 20-45% (typically 30%)
- concrete and mortar: 25-70%
- calcium-silicate bricks: 50-55%
- slate: 20-40%

- brick: up to 30%
- fibre cement sheets: 10-30%
- demolition dust: 3-4%
- marble: 2%
- limestone: 2%

Contractors must comply with the requirements of the Code of Practice: Managing Risks of Respirable Crystalline Silica in the Workplace, which commenced in NSW on 20 February 2026.

A key requirement is for PCBUs to assess the risks associated with the processing of crystalline silica substances and determine whether the processing is high risk. Where it is not possible to determine whether the processing is high risk, the work must be treated as high risk until demonstrated otherwise through further assessment or monitoring.

As part of planning works that may involve crystalline silica substances, particularly demolition, strip-out, excavation, drilling, cutting, grinding or other intrusive works, contractors must undertake the risk determination during the planning stage. The University expects this determination to be undertaken by a certified occupational hygienist, or where this is not available, by a person with relevant qualifications and experience in occupational hygiene, or a person working under the supervision of a certified occupational hygienist.

The WHS Regulation requires a silica risk control plan to be implemented for all high-risk processing of crystalline silica substances before the processing commences. The plan must be developed in consultation with the workers involved in the processing and must address the required content, controls, air monitoring, review and training requirements. The plan must clearly state whether air monitoring is required for the specific task.

Where air monitoring results show that the airborne concentration of respirable crystalline silica has exceeded the workplace exposure standard, the contractor must notify SafeWork NSW within 14 days of receiving the air monitoring report. **The RUS must also be notified as soon as the contractor becomes aware of the exceedance.**

Contractors must use controls that eliminate or minimise the generation of silica dust, such as water suppression, dust extraction systems on portable tools, isolation, local exhaust ventilation, or other suitable higher-order controls. The Code of Practice must be referred to when selecting controls, based on the hierarchy of controls.

All workers involved in high-risk silica processing must be provided with information about the Silica Worker Register. Employers must register relevant workers undertaking high-risk silica processing within 28 days of the worker commencing that work. Contractors are also reminded that they must provide health monitoring to workers where there is a significant risk to their health from exposure to respirable crystalline silica.

Where respiratory protective equipment is required to reduce respirable crystalline silica exposure, its effectiveness may be considered for workplace exposure standard compliance only where all reasonably practicable higher-order controls are in place and the RPE is correctly selected, fit tested, used and maintained.

Clearly visible warning signs must be placed at silica exclusion zones. A competent person must determine the size and location of the exclusion zone, having regard to the task, site conditions, wind direction, other work activities and potential exposure pathways. Signs must indicate that:

- a silica dust hazard is present
- access is restricted to authorised persons
- RPE is required within the exclusion zone.

Where an exclusion zone affects workplace activities, only authorised workers wearing the required RPE may enter the exclusion zone.

4.14 Fire Prevention

Contractors are required to identify and assess fire risks associated with their work, including risks arising from tools, equipment, materials and substances, and the storage of these items. This assessment must include the use, charging, storage and fire risk of lithium-ion batteries.

Lithium-ion batteries are a leading fire hazard and can pose serious risks to infrastructure and persons in the vicinity due to fire, explosion, toxic fume, electrical energy and chemical exposure hazards. Contractors must include in their emergency response procedures how they will manage a lithium-ion battery fire, including evacuation of the affected area, calling 000 immediately, and following relevant emergency instructions. Contractors must consider where and how battery chargers and lithium-ion batteries will be used, charged and stored as part of their site setup and safety planning.

Fires must not be lit on campus at any time. Fires must not be lit on farms unless approval has been granted and appropriate fire control measures are in place.

In the event of the fire alarm sounding, the Contractor and their workers must evacuate the site, following exit signage and the directions of the University Fire Wardens to the assembly point nominated. Contractors must make themselves aware of campus and building and/or evacuation plans.

The Contractor's representatives must not re-enter the building until advised by the Fire Wardens that it is safe to do so.

This does not discharge the responsibility of the Contractor to ensure workers are provided with adequate information in relation to emergency evacuation procedures. Where possible, the Contractor must nominate a Chief Warden. In the instance where the Contractor has not nominated a Chief Warden, Security Services personnel must act in this capacity.

The RUS must be advised prior to the first site meeting of the name and contact details of the Chief Warden. It must be the Chief Warden's responsibility to check the site area(s) in the event of a fire alarm to ensure that the Contractor's representatives have evacuated the area in accordance with the University Emergency Evacuation Procedures.

4.14.1 Fire Extinguishers

Contractors are required to provide fire extinguishers which comply with AS/NZS 1841 Portable fire extinguishers. Supply and installation must meet AS 2444 Portable fire extinguishers and fire blankets - Selection and location.

Fire extinguishers need to be regularly inspected and maintained in accordance with AS 1851 Routine service of fire protection systems and equipment. Located in university buildings, fire extinguishers and associated hose reels are identifiable by relevant signage in the corridors.

Fire extinguisher types must be used to suit intended purpose. To allow for instant recognition of the most suitable fire extinguisher, identification discs are to be displayed on the can to indicate the particular types of fire it can be used on.

4.14.2 Hot Works

A hot works permit is required for any work involving open flames, hot surfaces, sparks, molten material, or sufficient energy to ignite combustible, ignitable or flammable materials.

Hot works, including welding, grinding and cutting, must be approved through a CSMS Hot Works Permit before work commences. A CSMS Hot Works Permit may not be required where the Contractor has a designated hot works area or workshop, or where there is no potential fire risk to University buildings, infrastructure or services, such as no requirement for a fire system isolation. This must be agreed with the RUS and RUS safety representative and applies only to the specific project or task approved.

A hot works permit applies only to a single shift or day. Where hot works will be conducted over multiple shifts or days, separate permit requests must be submitted and approved before each period of hot works commences. Planned hot works must not be conducted within 6 metres of a building with aluminium composite cladding.

Where a fire system isolation is required, the Contractor must liaise with the RUS to submit the fire system interruption request at least three working days before the proposed isolation, in accordance with the relevant section of this Handbook.

Adequate fire protection must be present, with suitable fire extinguishers attached to, or near work area. Welders must use screens to protect all personnel from welding flashes and any hot waste produced during the welding process. Workers undertaking the hot works should wear the correct personal protective equipment.

Contractors must supply their own fire extinguishers and not rely upon the University fire extinguishers.

After the hot work activities have ceased, a fire watch for the duration required by the matrix available in the hot works permit must be completed and the time included for when the fire watch commenced and finished, along with the name and signature of the person completing the fire watch.

The requirements of any NSW Fire Brigade (rural or otherwise) fire bans must be always adhered to.

4.14.3 Gas Works

Gas Work is defined as work on consumer piping, fittings, components, appliances, flues, sub- meters, apparatus and other devices an associated requirement.

Refer to **Isolation and shutdown of services** for service isolation and shutdowns.

Prior to commencement of any works on gas infrastructure the following procedures must be adhered to:

- The gas system must be isolated.
- Smoking, open-flamed, hot work and other ignition sources in the hazardous area will be identified and isolated.
- Consumer gas piping (i.e. piping after the metre) must be purged prior to work commencing. Where purging is not practicable, the Contractor will notify the relevant Utility Authority prior to commencing work on any unpurged piping.
- All open pipe ends must be sealed while the work is in progress.
- All gas piping must be tested by the Contractor after works have been complete.
- Testing for gas leads must be conducted using either the soap and water method
- (external) or a gas 'sniffer'.

4.15 Welding

All welding, whether with gas flame, electric arc, electric resistance, lasers, electron beams, friction, molten metal baths or ultrasound, use energy sources and joining methods which are potentially hazardous.

Risk assessments should be completed for the type of welding work and risk assessments will be required to support permit processes such as hot work permits, and for welding in specific locations, such as confined spaces.

Risk assessments should consider such hazards as:

• Airborne contaminants • Radiation • Electrical risks • Fire and explosion • Burns and exposure to heat	• Lead • Confined spaces • Falls • Manual tasks • Ventilation and local exhaust

• Compressed and liquefied gases • Noise	• PPE

The use of welding screens to mitigate risks to workers, others in the area (through welding flash etc.) and property damage is required.

4.16 Asbestos, Lead and other Hazardous Infrastructure Materials

As detailed in the **Asbestos Management Plan (AMP)** and **Hazardous Infrastructure Materials Management Plan (HIMMP)**, prior to any works, the Contractor must check the applicable Hazardous Infrastructure Materials Registers for the building and determine whether works will disturb hazardous materials and therefore considered as hazardous infrastructure materials-related works. Where applicable also check for available land environmental management plans.

These Site Registers and associated reports/documentation are available on the **Alpha Tracker web site** which can be accessed through CSMS. Refer to the Quick Reference Guides available in the CSMS Quick Reference Guides section of the web page - Contractors public page :

- CSMS_Alpha Tracker via Document Control Module_QRG
- CSMS_Alpha Tracker via PTW Module_QRG

For access to Alpha Tracker outside of using the CSMS, email cos.hse@sydney.edu.au and access details will be arranged and forwarded to the person making the request.

Hazardous Infrastructure Materials surveys organised by UI/COS to develop the registers are nonintrusive surveys that do not inspect inaccessible areas and do not take samples where this could damage the facilities. These registers often do not provide sufficient information for demolition or refurbishment works where materials not assessed in the surveys will be disturbed.

If works will disturb materials and if presence of hazardous infrastructure materials is unknown, works must not start until a competent person (a licensed asbestos assessor) determines whether hazardous infrastructure materials are present.

Any works that may disturb hazardous infrastructure materials must be considered as hazardous infrastructure materials-related works and managed as such.

Therefore, certain legislative requirements may apply such as health monitoring for workers conducting hazardous infrastructure materials-related works, notification to the regulator, licenses, etc. Also, air monitoring must be conducted in the work area if there is uncertainty as to whether the exposure standards are likely to be exceeded. All hazardous infrastructure materials inspections, whether organised for Compliance purposes or via a contractor, must be provided to the RUS for updating of University hazardous materials records. Additional information on the management of hazardous infrastructure materials, reports and permits is available on CSMS.

4.16.1 Unexpected finds

As detailed in the AMP and HIMMP, If the Contractor finds suspected "new" asbestos-containing materials (ACM) or other hazardous materials during the works, they must stop work immediately and contact the RUS to discuss further action. Contractors are expected to comply with the requirements of their own 'unexpected finds procedure', or equivalent, to ensure the safety and wellbeing of persons potentially impacted by the find.

Such materials include:

- Asbestos
- Polychlorinated Biphenyls (PCBs)

- Lead dust and lead paint
- Heavy metals
- Flammable or explosive liquids or gases
- Toxic, infective or contaminated materials
- Radiation from radioactive materials
- Noxious or explosive chemicals
- Tanks or other containers which are not labelled and/or have an unknown history
- Discoloured and/or odorous materials
- Phase-separated hydrocarbons, oily substances and/or sheen on soil/water

4.16.2 Asbestos

Contractors shall consult the Site Register(s) and Hazardous Infrastructure Materials Reports for asbestos information on buildings. These reports are currently available on the Alpha Tracker web site which can be accessed through CSMS (See 4.16).

The AMP and HIMMP are also housed within Alpha Tracker.

Note that several hazardous infrastructure materials reports and Alpha Tracker also contain information on lead paint, lead dust, PCB's, SMF and heavy metals that may have been identified during inspections.

All asbestos work must be carried out in accordance with the AMP and HIMMP and the SafeWork NSW requirements and as set out in Code of Practice How to Safely Remove Asbestos and Code of Practice How to manage and control asbestos in the workplace.

The CSMS Asbestos Removal Work Permit application must be completed for all asbestos removal works, including the excavation of asbestos-contaminated soil.

Asbestos-containing materials can only be removed and disposed of by an appropriately licensed asbestos Contractor, and must be tracked, if applicable.

4.16.3 Settled dust

It should be presumed that, for any building on campus constructed before 1993, roof spaces will contain dust contaminated with a variety of minerals including lead. Especially for buildings near busy roads, industrial areas and dense city areas.

This is primarily due to the use of lead in automotive petrol for which the phase-out began in 1993.

Dust contaminated with lead presents a WHSE risk to be managed, by any persons accessing a roof or ceiling space, as part of their risk management process. This may include control measures such as:

Not entering the roof space if not required, not disturbing settled dust, preventive dust cleaning for relevant areas prior to conducting works that could disturb dust, wearing PPE such as masks, etc.

Roof spaces are restricted spaces to authorised personnel only: an approved Roof Access permit (accessed through CSMS) is required, and contractors must address this risk as part of the permit application.

4.17 Prevention of needle stick/sharps injuries

Sharps are defined as objects or devices capable of cutting or penetrating the skin, e.g. hypodermic needles, broken glass and scalpel blades. Various hard plastic items, such as broken plastic pipettes, are also classified as sharps.

All sharps have the potential to cause injury through cuts or puncture wounds. In addition, many sharps are contaminated with blood or body fluids, microbiological materials, toxic chemicals or radioactive substances, posing a risk of infection or illness if they penetrate the skin.

There is a risk of sharps injury for workers handling sharps but also for cleaning workers and grounds workers. Needles and sharps can be found especially in laboratories, bins, toilets, parks and gardens.

Where there is a risk of needle stick or sharp injury, appropriate personal protective equipment must be worn such as puncture resistant gloves, safety boots, long pants and long sleeve shirts. Contractors must undergo all inductions deemed necessary by the local manager/contact. Contractors are to strictly adhere to all information provided by the local manager/contact.

Contractors are not to handle any needles or sharps and must immediately contact their manager and the area supervisor if needles or sharps are identified in the workplace.

Any incident involving needles or sharps must be treated as a notifiable incident to SafeWork NSW as it potentially exposes the person to a substance likely to create a serious risk to health or safety in the future. Refer to section "Notifiable Incident" for more details on notification requirements.

4.18 Confined Spaces

A confined space means an enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space
- is or is likely to be a risk to health and safety from:
    - an atmosphere that does not have a safe oxygen level, or
    - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
    - harmful concentrations of any airborne contaminants, or
    - engulfment

Confined spaces may include but are not limited to:

- Storage tanks, process vessels, boilers, pressure vessels, silos and other
- Tank-like compartments
- Open-topped spaces such as pits or degreasers
- Pipes, sewers, shafts, ducts and similar structures

When working in confined spaces, Contractors and their workers must comply with WHS Regulations and *Code of Practice Confined Spaces* and ensure risk assessment, control of risks, entry permits, rescue arrangements and training and competency is carried out accordingly.

A Confined Space Entry Permit is to be provided, managed and authorised by the Contractor, however, will be required to be notified to the RUS prior to commencement of the work and upon completion. Copies of the permit must be displayed at the work site.

COS/UI has made available a confined space register with each identified space having a corresponding risk assessment. This information must be taken into consideration when completing a permit.

The Contractor must ensure that all staff working in or on confined spaces are trained in confined space entry safety standards and will be required by the University to provide proof of training.

4.19 Demolition

Demolition work on university campuses must comply with all WHS legislative requirements, including the requirements specified for demolition licensing.

Demolition work must be:

- planned, risk assessed and carried out by those with appropriate demolition licenses:
    - **Restricted**: For structures 6–15m or involving load shifting machinery.
    - **Unrestricted:** For structures >15m, chemical installations, pre/post-tensioned components, tower/mobile cranes, floor propping, explosives.
- Undertaken only when a named supervisor (nominated during the licence application process) is present and actively supervising licensed demolition work
- Carried out by appropriately trained workers:
    - Supervisors Must complete **10 units** from Certificate III/IV in Demolition
    - Workers must complete:
        - **CPCCDE3016** - Identify, remove, and handle hazardous materials.
        - **CPCCWHS2001** - Work safely in the construction industry (prerequisite).
    - **Exemptions**: Truck drivers (in cabin), traffic controllers outside site, and non-site personnel.

To carry out demolition (or partial demolition) of any building, structure, major plant, or installation that **contains or may contain hazardous chemicals**, an **Unrestricted Demolition Licence** is required. This requirement is waived only if a **competent person**, as defined under the WHS Regulation, has provided a **written declaration** confirming the site is free of hazardous chemicals. The declaration must include an **expiry date** indicating how long the assessment remains valid.

4.20 Lifting, Cranes and Hoists

Lifting, crane and hoist activities can create significant risks, including roll-over or tipping, people being struck by the load or plant, dropped loads, impact with structures or services, and uncontrolled movement of loads.

Contractors must ensure lifting, crane and hoist activities are planned, risk assessed, supervised and carried out by competent persons using suitable plant, equipment and lifting gear.

All lifting, crane and hoist activities must be classified by the Contractor as either Simple and Routine or Complex before work commences. The classification must consider the load, lifting method, equipment, ground conditions, weather conditions, surrounding environment, interface with people or services, and the complexity of the lift.

Table 1 – Type of Lifts and Minimum Controls

Simple and Routine Lift	**Minimum control**
This includes simple and routine lifts which are not defined as complex. Simple and routine lifts are lifting activities carried out under controlled conditions, using suitable lifting plant or equipment well within their rated capacity, where no **Complex Lift** characteristics are present. Examples include: • forklift lifts • telehandler lifts • hoisting • truck-mounted Hiab-style delivery or unloading lifts. Where one or more characteristics of a **Complex Lift** are identified, the lift is to be treated as a **Complex Lift**, regardless of the plant or equipment used.	The Contractor must determine that the lift does not meet any of the characteristics of a Complex Lift. A risk assessment must be completed and consider, where relevant: • load weight and integrity • lifting operation and method • communication methods • emergency arrangements • centre of gravity • competent personnel • capacity of lifting equipment • overhead, underground and adjacent services • nearby airfield or helipad assets • slew radius • lifting gear, including shackles and rigging configuration • capability of the site and ground stability • lift area, lift path, movement and route • wind and weather conditions • exclusion zones • proximity of outriggers or tracks to underground services • consequence of critical failure • pre-lift readiness checks The lifting methodology and relevant controls may be documented within the task-specific Safe Work Method Statement, provided the SWMS clearly addresses the lifting activity and the relevant risk assessment considerations listed above. Where the lifting activity is not adequately addressed in the SWMS, a separate Lift Plan must be prepared. Additional controls, such as traffic management plans, may be required.
Complex Lift	**Minimum control**
A lift must be classified as a **Complex Lift** where any one or more of the following apply: 1. the load is 50 tonnes or more 2. the load weight is greater than 75% of the rated capacity of the crane, hoist, forklift, telehandler or lifting equipment in the proposed configuration 3. the suspension point is not directly above the load's centre of gravity, or the load may become unstable during lifting, slewing, travelling, lowering or placement 4. the load is eccentric, unevenly distributed, irregular in shape, difficult to secure, fragile, flexible, unusually long, or has the potential to shift, rotate, swing or become unstable 5. the lift involves personnel hoisting, lifting	As per the Simple and Routine Lift minimum controls, and: **CSMS Lifting Permit.**

persons, or the use of a workbox 6. the lift involves multiple cranes, tandem lifting, or coordinated lifting using more than one item of lifting plant 7. the lift requires a crane, tower crane or heavy lifting plant to be assembled, erected, climbed, altered, commissioned or dismantled on site 8. the lift requires travel with a suspended load, including pick-and-carry crane operations, unless the activity is a routine forklift or telehandler movement carried out on verified suitable ground, within rated capacity, with the load secured and kept low during travel 9. the approach route, travel path, lift path, slew path, landing area or removal route is obstructed, restricted, congested, sloped, uneven, poorly defined, or otherwise difficult to control 10. boom, jib, load, counterweight, outrigger, stabiliser, mast, attachment or plant clearance is restricted, including where clearance from a structure, obstruction, service or exclusion boundary is less than 1 metre 11. the lift is carried out over, adjacent to, or within an area where a dropped load, plant failure, instability or loss of control could affect live roads, pedestrians, cyclists, occupied buildings, public areas, operational University areas, rail corridors, water, excavations, trenches, voids, fragile surfaces or areas not controlled by the Contractor 12. the lifting activity may strike, overload, undermine, encroach on, damage or otherwise adversely interact with overhead services, underground services, structures, basements, suspended slabs, pits, culverts, retaining walls, tunnels, ground anchors or other University assets 13. outriggers, stabilisers, tracks, wheels, crane mats or other concentrated plant loads may impose loads on ground, pavements, suspended slabs, basements, underground services or structures that have not been verified as suitable for the proposed load 14. the lift involves tilt-up panels, precast elements, façade elements, structural steel, large mechanical plant, large pressure vessels, tanks, long structural members, modular units, prefabricated assemblies or other loads where failure could have a significant consequence 15. the lift has the potential to impact areas outside the construction site, work area, loading zone or established exclusion zone 16. environmental conditions, including wind, weather, visibility, lighting, ground conditions or surface conditions, may affect the stability	

or control of the lift 17. the lift, crane, boom, jib, load, lifting attachment or any part of the lifting plant may penetrate, approach or affect an aviation height control plane, protected airspace, crane approval envelope or other aviation-related restriction, including where it extends above the surrounding building fabric, roofline, structure or approved work envelope and requires approval from Sydney Airport, the relevant airport authority or another aviation authority 18. the lifting activity cannot be adequately controlled through a task-specific SWMS alone and requires a dedicated lift plan, lift study, engineered lifting methodology, temporary works design, geotechnical verification, structural verification or other specialist review 19. the lift is non-routine for the Contractor, the work crew, the plant being used, the location, the load type, or the surrounding operating environment 20. due to the nature, location, complexity or consequence of the activity - University determines that the activity requires a CSMS lifting permit	

A **CSMS Lifting Permit** is required for any lifting, crane or hoist activity classified as a **Complex Lift**.

The permit must be submitted and approved before the lift commences.

The permit submission must include, where applicable:

- type and details of the lifting equipment
- current inspection, maintenance, and test records for the lifting equipment
- competency and qualifications of workers involved, including relevant high-risk work licences where required for crane operators, doggers and riggers.
- approvals for cranes by Sydney Airport or the relevant airport authority, where applicable
- geotechnical or structural engineering reports confirming maximum soil or ground-bearing capacity.
- confirmation of any running rails, basements, embedded utilities, or assets that may be adversely affected by the crane operation.
- confirmation of overhead and underground services
- weather data and applicable wind limitations
- lift study or lift plan, including lift panels, steel erection or other relevant lift-specific documentation.
- task-specific SWMS, risk assessment and step-by-step lifting methodology
- exclusion zone, barricading and signage plan, including how the exclusion zone will be established, maintained and protected from access by persons not involved in the lift
- details of how the Contractor will manage the slew path.

- emergency and rescue arrangements.

All cranes must be registered with the relevant regulator where registration is required. Tower crane installation, commissioning, operation, inspection, maintenance, climbing, alteration and dismantling must comply with the **Tower Cranes Code of Practice 2025**, where applicable. Crane operations must comply with relevant SafeWork NSW guidance, manufacturer's instructions, applicable Australian Standards and inspection and maintenance requirements.

Contractors must follow manufacturer specifications for operation and use, including rated capacity, operational limits, inspection requirements and maintenance requirements. Lifting equipment, including chains, slings, hooks, shackles, lifting beams, spreader bars and other lifting components, must be inspected, tested where required, and verified as suitable before use.

4.21 Vaccinations

Vaccinations may be required for working in certain areas. For example, Q fever vaccination may be required as a control measure against Q fever infection, for certain workers on the University farms.

The Contractor may coordinate with the UI/COS Project/Contract Manager to determine whether vaccinations are required for the works to be undertaken, however the contractor is responsible for identifying any vaccinations that are required for their workers and ensuring they are properly vaccinated prior to commencement of works, or if not vaccinated, having appropriate and effective exposure controls in place.

4.22 Working Outdoors

Outdoor workers are exposed to many types of hazards that depend on their type of work, geographic region, season, and duration of time they are outside. Outdoor workers include farmers, foresters, landscapers, groundskeepers, gardeners, painters, roofers, pavers, construction workers, mechanics, and any other worker who spends time outside.

Contractors should train outdoor workers about their workplace hazards, including hazard identification and recommendations for preventing and controlling their exposures.

Outdoor hazards that should be considered as part of the works by Contractors are detailed below:

4.22.1 Working in extreme conditions (hot/cold)

Working in extreme conditions, both hot and cold, can expose workers to a range of risks that need to be identified and managed. Contractors need to consider such factors as air temperature, ground temperature, air movement, humidity, potential exposure periods and hot/cold locations and sources (e.g. wet/muddy ground, sun, hot plant or equipment) and the type of activity to be carried out.

Heat stress and cold stress harms range from UV exposure, dehydration, fainting, cramps, exhaustion, fatigue, hypothermia frostbite/trench foot, to having slower reaction times and poor judgment.

Contractors need to provide information and instruction for working in these conditions, along with training and supervision. Workers should be provided rest areas and breaks and encouraged to maintain appropriate hydration.

SafeWork NSW has many resources for working in hot and cold conditions and contractors are encouraged to utilise these resources in their planning and management of the work.

4.22.2 Snakes and other biological hazards

Outdoor workers without appropriate personal protective equipment (PPE) in snake-prone areas during summer can be at serious risk of being bitten by venomous snakes.

Although bite incidents are rare, gardeners and workers in agriculture and construction remain vulnerable to injury.

As with any other workplace hazard, it is essential Contractors take appropriate steps to protect workers from exposure to risks. Outdoors workers near creeks or rivers or open grassy areas need to be aware of potential danger and provided with PPE – ideally, puncture-proof gaiters, and thick gloves. First-aid trained staff and equipment, and an emergency plan are also crucial.

Workers should proceed with caution if near or picking up objects where snakes might be resting during daytime – things like large rocks, piles of timber and corrugated iron sheeting.

Before carrying out work in or around tall grass, piles of leaves or bushes, make some noise and use long-handled tools to disturb vegetation to move snakes on.

If encountering a snake, the best option is to freeze as the slightest movement can signal predator or prey reaction and trigger a strike.

In addition to puncture-proof gaiters, wear loose pants, thick socks and sturdy footwear and gloves to protect against bites. If bitten, don't panic and keep calm to help prevent venom spreading through the lymph gland system. Apply a firm bandage over the bitten limb area, immobilise it and call emergency services.

Never try to kill the snake or apply a tourniquet to the wound area or attempt to suck out venom or cut or wash the bite. Do not apply any chemicals or antiseptics to the wound or take medication or alcohol.

Ensure the bitten person stays as still as possible and does not try to dislodge the compression bandage, which must be removed by hospital or medical staff.

Always treat a snake bite, no matter how seemingly superficial, as a medical emergency.

In addition to snakes, workers should be wary of spider, bees and other biological hazards that may present a bite or sting risk for which medical assistance may be required. Any worker with allergies, such as to bees, must carry appropriate medical response equipment while working in these environments.

5 Environmental and Sustainability Requirements

5.1 Sustainability Commitments/Policy

The University's commitment to sustainability is set out in its Environmental Sustainability Policy.

5.1.1 Environmental Sustainability Policy

The Senate of the University of Sydney has communicated its environmental principles through the Environmental Sustainability Policy 2015. The Policy assigns responsibility to all occupants of University properties for:

(a) managing and reducing energy and water consumption demand in buildings and spaces they occupy.

(b) maintaining temperature ranges in buildings consistent with requirements to improve energy efficiency.

(c) avoiding use of non-renewable packaging and materials.

(d) maximising resource recovery and recycling.

(e) minimising waste disposal.

(f) managing their activities and products to safeguard the environment and prevent pollution.

(g) complying with relevant environmental legislation and regulations.

(h) complying with green lease clauses where applicable.

(i) promptly reporting incidents and impacts that may harm the environment, including near misses; and

(j) co-operating with environmental inspections, audits and investigations and supporting emergency response measures.

The full text of the Policy can be found on the University website here: http://sydney.edu.au/about-us/vision-and-values/sustainability.html

5.2 Environmental Management Requirements

The University has developed a range of strategies to improve the University's environmental footprint, including energy and water efficiency, waste management and resource recovery, sustainable procurement / supply chain and protecting ecological systems. The University is in the process of developing and implementing an Environmental Management System (EMS) to improve its environmental performance, control environmental risks and ensure compliance with its legal obligations. The EMS is based on AS/NZS ISO 14001, the Australian/New Zealand and international standard for EMS and its scope will cover all the operations managed by the University.

All consultants and contractors involved in projects and programs are required to follow the University Design Standards and Construction Guidelines which set minimum requirements for sustainability requirements.

Each individual has a duty of care to protect the environment and must exercise due diligence. Due diligence means that PCBUs and workers need to:

- Take all reasonable steps to prevent pollution and protect the environment
- Show that everything that could have been done to prevent a pollution incident, has been done
- Ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident

- Turn off non-essential equipment that is not being used where possible

Individuals and corporations may be fined or imprisoned for seriously polluting the environment. Smaller incidents of environmental pollution can incur fines and/or penalties by littering or accidentally polluting the environment. In these instances, ignorance is not considered an excuse. Contractors working on University grounds must comply with all legislative environmental requirements.

5.2.1 Environmental Risk Assessment

A contractor must undertake and document an environmental risk assessment of their works to identify significant environmental aspects and impacts and measures and procedures to control them.

All Contractors must work through the hierarchy of control when managing environmental risk. In controlling risks, the priority is always to **eliminate** risks to the environment so far as is reasonably practicable.

Where environmental risks cannot be eliminated, they must be minimised by implementing, substitution, isolation and then engineering controls. If a residual risk remains, then it must be minimised by implementing documented operational (i.e. administrative) control procedures.

5.2.2 Environmental Management Plan

Where specifically required by contract or legislative requirement, contractors must develop a project-specific Environmental Management Plan (EMP), such as a construction environmental management plan (CEMP), a form of administrative control, based on the environmental aspects and impacts identified. The EMP should set objectives and targets to prevent or minimise and control the environmental impacts of the project.

5.2.3 Site Management

The Contractor must maintain a clean site throughout the contract period and ensure that the site is cleared of all rubbish, refuse and excess construction materials at the end of each day.

Progressively throughout the works and on completion of the contracted works, the Contractor is required to clean and clear away from the site all debris, rubbish, surplus building materials etc. to the satisfaction of the RUS and to leave the site in a condition that is safe for occupation. Should the University need to arrange additional cleaning to satisfy the requirements of the clause, the Contractor will be invoiced.

5.2.4 Stormwater Management and Soil Conservation

The release of contaminants or contaminated stormwater off site is considered a breach of the

Protection of the Environment Operations Act 1997 (POEO Act). Remember, 'The Drain is Just for Rain' and nothing else. Refer to the EPA Fact Sheet for more information – EPA 'The Drain is Just for Rain'.

Erosion and sediment controls must be installed for sediment runoff from disturbed areas to prevent the release of contaminated stormwater offsite or into stormwater drains or waterways. Erosion and sediment controls must be installed in accordance with the "Blue Book" – *Managing Urban Stormwater, Soils & Construction, Volume 1 Ed. 4 (Landcom 2004)*. Erosion and sediment controls need to be installed before commencing work and regularly checked and maintained to ensure they remain effective.

Where heavy rain is forecast, the Contractor must implement a wet weather procedure to prepare the site and reduce the risk of sediment runoff or contaminated stormwater leaving the site. This should include checking and securing erosion and sediment controls, protecting exposed or disturbed areas, managing stockpiles, clearing drains and flow paths, and confirming responsibilities for inspection and response before, during and after wet weather.

Roads, pathways and surrounding areas must be kept free of mud, sediment and debris.

5.2.5 Air Quality and Airborne Contaminants

Contractors must take all practicable precautions to minimise changes to the air quality of their work area and surrounding areas. Air quality can be affected by dust, odours, fires, hazardous chemicals, or exhaust fumes and work that may potentially produce these elements must be controlled or where applicable limited to after-hours operations with approval from the RUS.

Dust on and around a work site can cause health problems for workers and others on the campus as well as potentially impacting the surrounding community including nearby residents. Contractors must consider the generation of respirable crystalline silica and meet the requirements of the Code of Practice (refer Section 4.13). If a work site is generating dust, Contractors must ensure that:

- Materials and stockpiles that are generating dust are kept covered and wet down
- Sweepings are placed into bags or boxes and sealed before disposing of them into a skip to prevent dust from becoming airborne when the skip is emptied
- Appropriate personal protective equipment is worn by workers, such as face masks or respirators

The use of hazardous chemicals around the University can cause health problems for workers and others on campus. Potential activities include spray painting, powder coating, and abrasive blasting. If hazardous chemicals are being used, in addition to work procedures managing workers exposure to chemicals, Contractors must ensure that:

- Appropriate ventilation measures are in place
- Air quality monitoring including odour monitoring is conducted to manage odours and potential exposure levels for workers and the community
- Site protection measures including the erection of signs and physical barriers are in place to restrict access to others on campus

Exhaust fumes – if a vehicle or a piece of machinery emits visible exhaust fumes continuously for 10 seconds, the owner is liable to incur an infringement notice from the EPA. Vehicles and machinery should be regularly serviced so that air pollution emissions are kept to a minimum.

If a situation arises where work-related odours, dust and/or other emissions disturb normal activities, particularly if a complaint is made; this work must be stopped immediately and the RUS consulted at no cost to the University.

5.2.6 Hazardous Chemicals and Dangerous Goods

Contractors are responsible for:

- The safe keeping of all hazardous chemicals and materials used
- Correct storage when not in use in approved storage facilities (i.e. reliable, tightly sealed and labelled containers, indoors on an impervious floor with sufficient secondary containment / bunding to contain any spill, away from stormwater drains / waterways and appropriately ventilated)
- All hazardous chemicals/materials must be appropriately labelled and Safety Data Sheets (SDS's) held on site. Under no circumstance are any hazardous chemicals to be brought onto the site without an SDS.
- All hazardous chemicals must be handled safely and according to detailed instructions as outlined on the product labels at all times
- ensuring decanted hazardous chemicals are labelled within 24 hours
- A written risk assessment of the hazardous chemicals relating to its use
- Training details of those required to use the substance
- Spill containment must be provided for the chemicals being used on site.

To minimise risk, keep volume of dangerous goods held on site to a practical minimum. Clean-up materials must be provided in case of spillage. Liquid spills may be mopped up with rags, sawdust or commercially available absorbent products. Spill containment and clean-up material are to be disposed of appropriately as per Section 5.4. DO NOT wash chemicals or other hazardous substances down the drain or pour chemicals onto the ground.

The Contractor must ensure that the clean-up materials are appropriate for the chemicals used and that at least one person on the site at any time is trained to clean up a spill. This includes ensuring an adequate supply of clean-up materials is always available and easily accessible.

If a project requires the use of a portable tank for fuel or other hazardous chemical, the tank must be a self-bunded or double-skinned tank with a leak detection process. A procedure for dispensing from the tank is also required to prevent soil contamination during dispensing. The procedure is to be included in the EMP.

5.3 Energy and Resource Efficiency

The contractor should consider how their works can conserve and efficiently use energy, water and other natural resources, reduce climate change impacts and minimise waste. The hierarchy for considering efficient use of resources should follow these steps:

1. reducing or eliminating the resources consumed
2. internal reuse of resources
3. external reuse of resources
4. recycling, as described in Section 5.3
5. disposal, as described in Section 5.3

5.4 Waste Management

The University is committed to waste avoidance and has set a target to improve resource recovery to at least 60% with an aspirational target of 80% for all strip out, demolition and construction projects. Resource recovery is defined as any material that is diverted from landfill disposal and uses the Resource Recovery hierarchy as illustrated in the *UI/COS Resource Recovery & Waste Management Standard* (this standard is currently in draft format but available on request).

Contractors are to prepare a project-specific site Waste Management Plan (WMP) that is a sub-plan to the EMP. The WMP is required to document and demonstrate how strip out, demolition and construction waste will be diverted from landfill, recovered and reused, as applicable. The WMP must document:

- the waste streams and approximate weight or volumes anticipated to be generated for all stages of the project.
    - Note, containers and drums that are contaminated with residues of substances that are referred to in Part 1, Schedule 1 POEO Waste Regulation are trackable waste and must not be disposed of as General Solid Waste, unless the container has been triple rinsed, is clean of any residue and the label removed or otherwise defaced appropriately.
- how waste minimisation will be applied to the project including identify which waste stream(s) will be re-used, and/or recycled.
- how waste and recycling streams will be segregated and managed on site.
- for any equipment required to be disposed of, document:
    - the procedure to verify that it is not radiation apparatus or other specialised equipment subject to special disposal requirements. The RUS should consult the H&S Specialists team, as required.
    - the University requirements to complete asset disposal forms and update the UI/COS

plant and equipment asset register (to be coordinated with the University's FMS team and the RUS)

- if any of the waste streams identified are trackable under the Protection of the Environment Operations (Waste) Regulation 2014.
    - Waste streams (including liquid waste) containing substances listed in Schedule 1 of POEO Waste Regulations and trackable under Part 4 of the POEO Waste Regulation.
    - Waste tyres exceeding the thresholds and trackable under Part 6 of the POEO Waste Regulation.
    - Asbestos waste exceeding the thresholds and trackable under Part 7 of the POEO Waste.
- How trackable waste streams will be consigned in accordance with Part 4 of the POEO Waste Regulation, as applicable, in consultation with the University Project/Contract Manager.
- How asbestos waste will be managed and transported in accordance with Part 7 of the POEO Waste Regulation, as applicable, in consultation with the University Project/Contract Manager.
- How all waste streams will be classified in accordance with the Schedule 1, Part 3 of the POEO Act and the NSW EPA's Waste Classification Guidelines, Part 1: Classifying waste
- Record keeping requirements for all waste streams, including the use of the EPA's Integrated Waste Transport Solution (IWTS) for trackable waste and asbestos waste, as applicable. This includes obtaining and retaining records of Consignment Authorisation and Transport Certificates prior to the transportation of the waste from the site, as applicable.
- Any other legal waste management requirements for the project, such as Development Consent condition requirements
- Any other applicable requirements for the disposal or recycling of waste in accordance with the University's design standards and HSW – Hazardous Waste Disposal.
- The process/procedure to monitor and measure the types of waste materials generated and recycled during the project.
- The proforma waste register to be used during the project to record and manage information regarding the generation, handling transportation and disposal of waste materials.

The waste register must at a minimum include:

- The origin of the material
- The waste classification of the material in accordance with the NSW EPA's Waste Classification Guidelines, Part 1: Classifying waste (EPA, 2014)
- The estimated volume and/or weight of the material
- The waste transporter and in the case of trackable waste, their authorisation (i.e. Environment Protection Licence (EPL) Number) to transport the waste,
- The destination of the waste including the facility's authorisation (i.e. EPL Number) to receive that waste.

The disposal of waste on the University grounds is expressively forbidden. University rubbish bins must not be used for the disposal of construction and demolition waste.

The University has a strong commitment to environmental sustainability and encourages all Contractors and workers to identify waste minimisation options at the start of each job by:

- Working out costs and savings involved in minimising waste
- Avoiding over-ordering of materials
- Ensuring that Sub-contractors are aware of their responsibilities with regard to waste disposal
- Recycling materials where possible

- Purchasing materials with the minimum packaging, or ask suppliers to accept their packaging back
- Monitoring that waste is being managed in accordance with WMP.

There are many opportunities for waste reduction and Contractors should encourage their workers to adopt a team approach to this and to raise awareness as much as possible.

5.4.1 Bins and Skips

The type, quantity and location of waste bins/skips required for a project must be coordinated with the RUS at the relevant campus. Bins must not block any public ways or restrict traffic or access/egress to work areas and buildings. Project-related waste material must not be disposed of in University bins.

Debris and litter must not be stored within stairs, passageways or exits. All debris and litter must be removed from the site and placed in skips. The Contractor must ensure the site is kept clean and tidy, recyclables are separated from general or contaminated waste materials in dedicated bins/skips and bins/skips are not overfilled and are emptied on a regular basis.

An industrial rubbish skip is required on most work sites. Skips must have a lid in place when not being used, to prevent the rubbish from being blown away and to minimise any rainwater ingress.

Contractors must maintain an auditable log or Waste Tracking Register of the quantities of waste recycled and waste materials disposed of off-site.

5.4.2 Chemical Waste

Any chemical wastes must be stored in their original packaging (packaging must be maintained in good condition) and care must be taken to ensure that the containers are properly sealed. Chemical wastes must be classified in accordance to the NSW EPA Waste Classification Guidelines, disposed of to an appropriately licensed facility and tracked, as applicable.

It is expressively forbidden for chemical wastes to be tipped into sinks, onto the ground, or into sewers or stormwater drains e.g. paint, thinners, chemicals, solvents, detergents, oils etc.

Containers and drums that are contaminated with residues of substances that are referred to in Part 1, Schedule 1 POEO Waste Regulation are trackable waste and must not be disposed of as General Solid Waste, unless the container has been triple rinsed, is clean of any residue and the label removed or otherwise defaced appropriately.

5.4.3 Electrical Waste (E-Waste)

Electrical cables, fuses, devices such as switches and similar material, as well as all electrical equipment including computers and monitors, etc, must be disposed of as E-waste by a licensed Contractor. Contractors must report on the recycling and disposal of electrical waste.

5.4.4 Batteries

Batteries can be a fire hazard and contain hazardous chemicals. It is forbidden to dispose of batteries in General Solid Waste bins. Note that there are explicit legislative emergency planning provisions for the bulk storage of lithium ion/metal polymer batteries (more than 25,000kgs).

5.4.5 Building and Demolition Waste

Bricks, concrete, timber, plaster, glass, plastic and metal resulting from the demolition, refurbishment or construction works should be segregated when practical to allow for the reuse and/or recycling of materials.
When not practical, building and demolition must be disposed of at appropriately licensed facilities. Contractors must report on the recycling and disposal of building and demolition waste. Building and demolition waste must not contain soil, asbestos or other hazardous substances.

5.4.6 Asbestos Waste

Asbestos and asbestos-containing materials must be removed and disposed of by appropriately licensed asbestos Contractor and must be tracked, if applicable. Refer to Section 4.16 and the AMP.

5.4.7 Fluorescent Light Bulbs

Fluorescent light bulbs contain mercury and must not be disposed of as general waste. Transport and disposal must be undertaken by appropriately licensed contractors and requires tracking.

5.4.8 Contaminated Waste

Any pathological, biological and clinical wastes and sharps must be stored in purpose-built, specifically labelled, bright yellow contaminated waste bins. These bins must be serviced only by Contractors licensed to transport trackable waste and processed (for treatment, destruction or disposal) at appropriately licensed facilities. Clinical waste must be tracked.

Waste fuel, oils, lubricants or hazardous substance containers arising from construction/demolition activities must be stored in impervious bins/containers and stored in bunded areas and may require tracking.

The RUS or Protective Services should be contacted to assist with the most suitable location to place project-related contaminated waste bins.

5.4.9 Metals

Materials such as iron, steel, copper and lead must be disposed of only by suitable competent disposal Contractors. Advice should be sought from the Contractors with regard to correct labelling, packaging and storing of lead. Contractors need to report on the recycling and disposal of metal waste.

5.4.10 Electrical/Transformer Oils

These oils are trackable waste and must be stored in special containers provided by the licensed waste disposal companies. The containers must be collected only by such disposal companies. These containers must not be left on the University grounds by a contractor.

It is expressively forbidden to dispose of oils by pouring down sinks, onto the ground, or into stormwater drains.

Contractors must report on the recycling and disposal of liquid waste.

5.4.11 Recycling

The University requires recycling of appropriate materials, such as aluminium cans, glass and plastic, as well as paper and cardboard. The University also encourages recycling of other waste streams (e.g. demolition waste, metals, etc). Recyclable materials should be segregated where possible.

Contractors are to report on recycled waste materials.

5.5 Refrigerant Gases

Refrigerant gases can deplete the ozone layer and contribute to the greenhouse gas effect if allowed to escape. It is therefore the Contractor's responsibility to ensure that refrigerant gases are treated with appropriate caution to avoid contaminating the environment.

Refrigerant gases must not be released into the atmosphere; they should be collected in specially sealed cylinders by a licensed disposal operator. Contractors must report on the disposal of refrigerant gases.

Refer to the following Australian Standard and Code of Practice for further information:

- AS 4211.3 Gas recovery or combined recovery and recycling equipment - Fluorocarbon refrigerants from commercial/domestic refrigeration and air conditioning systems
- HB40.1 The Australian Refrigeration and Air-Conditioning Code of Good Practice – Reduction of emissions of fluorocarbon refrigerants in commercial and industrial refrigeration and air-conditioning applications

5.6 Vibration and Noise Management

The Contractor must liaise with building occupants in the vicinity and coordinate their activities to minimise disruption to normal operations of the building's occupants. If the work is outside, consider the potential impact on the surrounding community, whether it be other University occupants or the external community that may include local residents.

If a situation arises where work of a disruptive or noisy nature disturbs normal activities, particularly if a complaint is made, this work must be stopped immediately and the RUS consulted at no cost to the University. High noise level activities should be planned in advance as part of the risk assessment and planning process so that appropriate control measures can be identified and implemented, which may include notifying the community of the work. Compliance may result in (but not be restricted to) noisy or disruptive activities being postponed to a more suitable time and taking step to minimise the effects of future noisy and/or disruptive activities.

5.6.1 Vibration Management

Where Contractors are scheduled to carry out vibration activities, (for example piling, jackhammering) they must notify persons impacted by vibration in advance of the work commencing. High vibration and noise level activities should be planned in advance as part of the risk assessment and planning process, in consultation with the UI/COS Contract/Project Manager so that appropriate control measures can be identified and implemented, which may include notifying the community of the work.

5.6.2 Radios and Amplified Music

Contractors should be aware that as the Campus is an educational facility, noise must be kept to a minimum near buildings. Radios and other loud outdoor music are not permitted.

5.6.3 Noise Control

Contractors must take all practicable precautions to minimise noise. Any works (e.g. drilling) that will cause disruption to the University activities and guests must not commence without the prior permission of the RUS.

5.6.4 Noise Levels

Noise from equipment being used must not exceed prescribed levels for hearing conservation or recommended levels for areas of occupancy. Where high noise levels are expected to be produced by certain operations, consideration must be given to carrying out the process during a time outside of normal operating hours, although that may not be appropriate if the work is in close proximity to residences. Hearing protection should also be worn by Contractors working above the prescribed recommended noise level of 85 dB(A), as appropriate.

Safe Work Australia Code of Practice Managing Noise and Preventing Hearing Loss at Work advised the following common noise sources and their typical sounds levels.

Table 2 - Indicative dB Levels

Typical Sound level in dB	Sound Source
140	Jet engine at 30m
130	Rivet hammer (pain can be felt at this threshold)
120	Rock drill
110	Chain saw
100	Sheet-metal workshop
90	Lawn mower
85	Front-end loader
80	Kerbside heavy traffic, lathe
70	Loud conversation
60	Normal conversation
40	Quiet radio music
30	Whispering
0	Hearing threshold

5.7 Flora and Fauna

Native flora and fauna are protected in NSW under State legislation (Biodiversity Conservation Act 2016 and Local Land Services Act 2013) and in some instances Commonwealth legislation (Environment Protection and Biodiversity Conservation Act 1999). The Contractor must take appropriate actions to prevent the damage or destruction of native flora and fauna on University properties.

Specifically, Contractors must not:

- take, move, injure or kill a listed threatened species or community or a listed migratory species or listed marine species unless under a permit issued under the EPBC Act.
- damage areas of outstanding biodiversity value or habitat of threatened species or ecological communities unless under a Biodiversity Conservation licence.

Notify the RUS if any native fauna are encountered on the work site, particularly if, for example, a nest is encountered. Native fauna and their habitat (including nests, hollows, food sources) must not be harmed, damaged or disturbed.

For fauna that may be a hazard to workers in the area (e.g. snakes), they should be allowed to move along of their own accord or relocated by a professional holding the relevant biodiversity conservation licence. If injured, an appropriately licenced wildlife handler should be called.

Pets and other animals must not be brought onto campus, with the exception of animals for University farms with prior approval.

5.7.1 Tree Protection

The University has a Tree Management Plan, which provides strategic guidance for the protection and enhancement of trees on campus.

Tree Protection on construction and development sites is high priority. Australian Standard 4970 (Protection of trees on development sites 2009) sets out a framework for the assessment, integration

and management of trees within the development context.

Prior to any works within the Tree Protection Zone including the structural root system, the Contractor or Project Manager shall advise the Head of COS Open Spaces Manager or nominated representative to obtain instruction including the engagement of a consulting arborist.

Appendix 4 of the Tree Management Plan provides a checklist of the Protection procedures that must be adhered to.

Work sites must be established to avoid interaction with vegetation and potentially impacted vegetation should be protected with barricading. All trees in the vicinity of construction areas should be protected with fencing, ideally around the root zone and not just the trunk. Native vegetation clearance (cutting down, thinning, uprooting, killing or burning) must not be undertaken unless in accordance with the requirements of the Local Land Services Act and Land Management (Native Vegetation) Code 2018.

5.7.2 Pesticide Use

All contractors and staff must follow the University's Pesticide Use Notification Plan. Under the Pesticides Regulation 2017, the University must provide the public with notice of pesticide use in its public places such as gardens, ovals and walkways. The University's Pesticide Use Notification Plan explains the requirements for notifying the public, which may be as simple as displaying a mobile sign as pesticides are applied. There are extra requirements for pesticide use close to sensitive places such as schools, childcares and hospitals in the University's neighbourhood.

The Pesticide Use Notification Plan is available from the University website under the sustainability page.

Depending on the work activity, a licence may be required (e.g. Ground Applicator Licence to provide services that use pesticides (other than fumigants) to control weeds or pests affecting plants or soil). All contractors applying pesticides or preparing a Pesticide Use Notice must have at least an AQF3 Chemical Accreditation training and a ChemCert Card Urban Pesticide Safety certificate.

5.8 Heritage and Cultural Areas

The Contractor must take appropriate actions to prevent the damage or destruction of heritage items and structures. Heritage items and places are protected in NSW under State legislation (*Heritage Act 1977, National Parks and Wildlife Act 1974*) and Commonwealth legislation (*Environment Protection and Biodiversity Conservation Act 1999, Native Title Act 1993, Aboriginal and Torres Strait Islander Heritage Protection Act 1981*).

There are a number of registered heritage structures and items on the University campuses which require specific protection and management measures. Contractors working in and around heritage structures must adhere to any site-specific heritage protection measures.

Aboriginal heritage items and places identified must not be disturbed, damaged or removed. Where an Aboriginal heritage item is disturbed, or an Aboriginal heritage item is discovered during construction works, all works in the area must immediately cease and the RUS must be contacted, to notify the authorities, as may be appropriate.

5.8.1 Managing unexpected heritage finds

While many heritage items are known and registered within the University campuses, contractors must anticipate and be prepared to respond to unexpected heritage finds. Finds are typically categorised as either:

- Aboriginal objects
- Historic (non-Aboriginal) heritage items, and
- Human skeletal remains.

If a potential heritage artefact/item/object/site is encountered during construction the following steps

shall be taken.

- STOP ALL WORK in the vicinity of the find and immediately notify the relevant Site Supervisor. The Supervisor will then notify the Environment Manager and/or the Project Manager and demark the area to protect the artefact/item/object/site.
- The Environment Manager is to record the details, take photos of the find and ensure that the area is adequately protected from additional disturbance.
- The Environment Manager is to contact the University of Sydney and (if engaged) the Heritage consultant that approved the Permit to Dig, to notify them of the location of the find.
- If the University of Sydney or Heritage consultant advises that the find is not a potential Aboriginal object or significant historical relic, work will recommence in consultation with the Project Manager and/or Environmental Manager.

If the University of Sydney advises that the find is a potential Aboriginal object or significant historical relic, the Project Manager and Environmental Manager will then follow the notification requirements as regulated by the Heritage Act 1977 as follows:

- Under Section 146 of the Heritage Act 1977 the University must notify Heritage NSW if the University uncovers a "relic":
    - that was not identified or considered in the supporting documents for a section 140 or section 60 approval
    - that is unexpectedly uncovered when there is no section 140 excavation permit or section 60 approval in place
    - when a section 139(4) exception is being used.

Contractors may need to do additional assessment and be granted approval before the work or activity can continue in the affected area, depending on the nature of the discovery.

Contractors may also need to allow time to:

- liaise with the Permit approver to determine the significance of the potential Aboriginal object or significant historical relic. Note this may require liaison with Relevant Aboriginal Parties; and
- Implement the appropriate heritage mitigations dependent on the significance of the site as outline in the relevant Aboriginal and Cultural Heritage Management Plan (ACHMP).

All bones must be treated as potential human skeletal remains and work around them must stop so they can be protected and investigated. Investigation must identify them as either human or non-human and should be done by a qualified forensic or physical anthropologist. The RUS and University Environmental Manager must be notified immediately.

All human skeletal remains are subject to statutory controls and protections. All human skeletal remains will require notification to police and police may wish to take control of the site. Where the bones are identified as human a specialist must determine the likely ancestry and burial context to determine whether the find is archaeological or forensic.

This assessment is necessary to ensure the appropriate regulator is identified and urgent notification may take place, that is:

- Human bones less than 100 years old are notifiable under Coroners Act 2009 (NSW).
- Human bones more than 100 years old and likely to Aboriginal in nature are notifiable under the OEH (Planning and Aboriginal Heritage Section)
- Human bones more than 100 years old and unlikely to be Aboriginal must be notified through the OEH (Heritage Division)

5.9 Water Quality

It is against the law to place any material (other than rainwater) in a position where it is likely to leak, fall or be blown into any drain or gutter that is used to collect rainwater. Water pollution is an offence under the POEO Act.

Allowing this to occur may result in fines or legal proceedings against businesses or individuals, by the whether the pollution was accidental or not.

To prevent this from happening, the footpath and gutter around the work site should be kept free of litter, soil and sand, particularly at the close of each working day. Litter, leaves, or other debris must never be swept into drains or gutters and rubbish bins must be covered. No chemicals or wash water should be stored near drains, gutters or waterways. Control measures should be in place and regularly checked and maintained to contain any spills or wash water and prevent any material, whether solid or liquid, from entering a stormwater drain or waterway.

Notify the RUS if any substance enters stormwater, the sewer or surface water so that authorities can be contacted, as appropriate.

5.10 Contaminated Land

Soil, surface water and/or groundwater may become contaminated with oils, fuel, asbestos, cyanide, heavy metals or other hazardous chemicals. In the event of such contamination occurring or being discovered, the Contractor must inform the RUS, so that the contamination may be assessed by an environmental practitioner to determine how the contamination will be cleaned up, managed or remediated. Contamination unexpected finds are to be managed as other hazardous unexpected finds as per Section 4.16.1.

Contaminated soil must be classified in accordance with Section 5.3 Waste Management requirements including waste classification. Contaminated soil must not be removed from University grounds without the prior approval of the RUS.

Prior to intrusive works, the Contractor must check the applicable Hazardous Infrastructure Materials Registers and contaminated land environmental management plan (EMP) for the building and the University's AMP and HIMMP and determine whether works will disturb hazardous materials and/or contamination requiring specific management.

These Site Registers and associated reports/documentation are available on the Alpha Tracker website which can be accessed through CSMS.

Contamination management requirements specified in the EMP for the works area must be implemented and may include but are not limited to:

- Development of task-specific unexpected finds protocol
- Supervision of works by an appropriately qualified environmental consultant.
- Implementation of an air monitoring program for the duration of the works;
- Sampling and analysis of soil, water and/or vapour.

5.11 University Farms

Prior to commencing work on farms, contractors must meet with the designated site contact to cover any induction or relevant safety and environmental information and protocols relevant to the farm, such as for example, biosecurity or quarantine hazards. For works including pesticide use, refer to Section 5.7.2.

Contractors working on university farms must avoid interaction with stock/animals. This includes not feeding, patting or scaring animals and maintaining site fencing arrangements (keeping gates as originally found).

Contractors must be aware of the location of electric fences and take appropriate precautions when

working around electric fences.

Vehicles, plant and equipment must meet the farm biosecurity requirements before being introduced to or removed from site. This may include the wash-down of wheels / tracks / dirty equipment to remove all dirt and vegetative material. The biosecurity requirements will be provided by the designated site contact.

In the broader context of working on farms it is important to remind all staff and contractors about managing any risks to keep safe. Common hazards on farms to be aware of include:

- biosecurity hazards
- zoonosis (animal diseases that are transmissible to humans)
- hazardous chemicals including pesticides, herbicides and fuels, animals and insects, both herd and wild animals (e.g. snakes, spiders, bees)
- vehicles and road hazards (4WD, unsealed roads, kangaroos, wombats and deer)
- farming equipment (tractors and machinery)
- wet/dry wells
- unseen holes in the ground and uneven surfaces

Depending on the scope and location of work contractors may require inoculations as precaution against zoonotic diseases.

6 Emergency Preparedness and Response

6.1 University Emergency Procedures

The University emergency procedures are available on this page: Emergencies and Personal Safety.

University emergency procedures are displayed in all buildings describing the alarms, emergency exits, firefighting equipment, assembly areas and so on. Contractors must make themselves familiar with the local emergency procedures before starting works.

The University is a high-profile site which often accommodates large crowds. Contractors should remain alert to all security issues on the campus (including protests and armed or terrorist attacks) and contact Protective Services if they notice anything suspicious. Protective Services can be contacted in emergency situations when urgent support is required in managing pedestrian or vehicular traffic.

6.1.1 Emergency Evacuation

In some situations, contractors may be required to evacuate. All University staff, students, visitors and contractors are required to respond to emergency alarms and follow instructions.

1. Check for any sign of immediate danger
2. Shut down equipment/processes that cannot be left unattended
3. Locate your closest exit
4. Follow exit signs to find your way out of the building (do not use lifts)
5. Go to the assembly area

6.1.2 Medical Emergency

If a person is seriously ill or injured don't hesitate to call triple zero (000) and ask for an ambulance.

1. Call triple zero (000) and ask for an ambulance
2. Contact the closest first aider
3. If the person is unconscious, send for the closest Automatic External Defibrillator (AED)
4. Call Protective Services and Emergency Management (9351-3333)
5. Send people to flag and direct the ambulance on arrival

6.1.3 Sydney Uni App

UI/COS encourage all contractor workers to download on their mobile device the University of Sydney Mobile Application for emergency contact details and for access to maps, locations and amenities.

You can download the app now on Android or IOS.

6.2 First Aid

Contractors are responsible for providing first aid equipment and access to first aid facilities for their workers. They must also provide access to trained personnel to administer first aid.

First aid kits and access information may be kept in Contractor's or worker's vehicles. However, the Contractor must assess the storage location with consideration to the actual work location and/or distance of the vehicle.

6.3 Contractor Emergency Procedures

Contractors are required to prepare maintain and implement emergency procedures and plans for each of their various workplaces. Contractor emergency plans must provide the following:

- emergency procedures, including:
    - an effective response to an emergency, including lithium-ion battery fires
    - evacuation procedures
    - notifying emergency service organisations at the earliest opportunity
    - medical treatment and assistance
    - spills management where fuel or hazardous chemicals are stored on university grounds.
    - effective communication between the Contractor and the University to coordinate the emergency response and all persons at the workplace, including consultation with relevant building wardens
- testing of the emergency procedures, including the frequency of testing
- information, training and instruction to relevant workers in relation to implementing the emergency procedures

The Contractor emergency plans and procedures must consider all relevant matters, including the following:

- the nature of the work being carried out at the workplace
- the nature of the hazards at the workplace
- construction changes that may result in changes to emergency processes, including paths of travel, being reviewed and updated
- the size and location of the workplace
- the number and composition of the workers and other persons at the workplace
- the impact of the work area and emergency procedures on adjacent buildings and work areas (contractors are expected to liaise with wardens from adjacent work areas when there is a potential to impact emergency procedures of that work area)

When setting up workplaces Contractors are to ensure the following:

- the layout of the workplace allows, and the workplace is maintained to allow, for persons to enter and exit and to move about without risk to health and safety, both under normal working conditions and in an emergency
- lighting levels are maintained in a manner which enables safe evacuation in an emergency

For longer running projects, contractors are expected to periodically test their emergency procedures to ensure they remain effective. A schedule of dates and drill scenarios must be included in the emergency response plan.

6.4 Building Specific Evacuation Plans

Contractors must obtain building specific evacuation plans from their RUS.

6.5 Emergency Contact List

The emergency contact details in the table below must be included in all contractor emergency plans.

Table 3 - Emergency Contact List

Contact	Contact Number
Protective Services and Emergency Management (24 hours)	02 9351 3333 (from University landline 13333)
Protective Services and Emergency Management (general enquiries)	02 9351 3487
Emergency Services Ambulance / Fire / Police	000
Crime Stoppers (24 hours)	1800 333 000
Campus Assist	1300 226 787

6.6 Work on Isolated or Remote Locations

There will be times when a Contractor may be required to perform works in a remote or isolated situation (working alone on a University campus). The definition of remote/isolated work according to the WHS Regulation 2025 is 'work that is isolated from the assistance of other persons because of location, time or the nature of the work'.

Contractors are required to consult, co-ordinate and communicate with the workers and RUS when it is anticipated that remote and/or isolated works are required to be performed by the Contractor. The RUS will consult with the contracting company to ensure that a suitable risk management framework has been established to mitigate significant health and safety risks associated with the isolated and remote work.

The Contractor in consultation with the worker and RUS must establish an effective communication plan to ensure that communication lines between the contracting company, RUS and the Contractor performing the work are readily available to verify the Contractor has not sustained any injury during their works.

The communication plan, at minimum, must include a process to notify the RUS when works has commenced, and work has been completed. Depending on the scope of works, regular phone calls to an agreed stakeholder may be required to verify the worker has not sustained harm.

When a Contractor has not communicated to the RUS their whereabouts while working, The RUS is to contact security who can undertake a search for the Contractor.

Security will facilitate any first aid and/or medical requirements and inform the RUS and any other relevant stakeholders.

Where reasonably practicable, UI/COS will engage local project managers with experience of the area to assist implementing and verifying safe systems of work are established to minimise health and safety risks for workers.

7 Hazard and Incident Reporting

7.1 Hazard and Incident Reporting

The reporting of incidents and near misses and the identification of hazards is critical in achieving a safe workplace and protecting the environment, as it prompts action to prevent future incidents.

All incidents and/or near misses arising from the activities undertaken by Contractors must be reported to the responsible RUS in writing within 24 hours. Verbally communication of the incident is expected as soon as possible.

- **All contractor notifiable incidents are to be recorded in RiskWare,** the University incident and hazard reporting system, by the RUS, within 24 hours of occurrence.
- All contractor notifiable incidents must also be notified to the Regulator (i.e. SafeWork NSW or other relevant authorities in the case of a 'pollution incident'). Refer to section "Notifiable Incident" for more details on notification requirements.

Separate to notifiable incidents, all incidents, near misses and hazards that **affect the university community** are required to be entered in RiskWare, this means:

- Where a contractor has management and control of a workplace and events occur within the perimeter of the workplace, it is only required to be entered into RiskWare where it has a potential to affect the university community, i.e. infrastructure/essential services related, fire, event causing evacuation etc.
- Where a hazard or incident occurs (1) outside a designated contractor work perimeter, and (2) within the campus, and (3) has the potential to impact the university community, it must be entered into RiskWare, e.g. equipment and materials falling outside of the project site; lost load from a contractor vehicle potentially striking staff/students/visitor etc.

All hazards that do not satisfy one of these conditions should be reported and managed using the Contractor own hazard reporting system.

If in doubt about whether an identified hazard requires reporting:

- RUS or UI Health & Safety Partner or nominated representative will provide direction for UI Contractors.
- RUS or COS Health & Safety Partner or nominated representative will provide direction for COS Contractors.

7.2 Access to RiskWare

Only University employees can access RiskWare. All others, including external project managers, contractors and other affiliates don't have access to RiskWare.

Therefore, it is the responsibility of the relevant RUS to arrange for reporting of hazards and incidents into RiskWare on the Contractor behalf, after being informed on the hazard/incident.

7.3 Notifiable Incidents

Any notifiable incident (fatality, serious injury/illness and dangerous incident – potentially resulting in injury, or a pollution incident with potential to materially harm the environment) is to be reported immediately:

- To the Emergency Services on 000 and then to Protective Services and Emergency Management on 02 9351 3333 for incident response, first aid and preservation of the scene if required.
- In the instance of a notifiable incident as described below, SafeWork NSW must be contacted immediately on 13 10 50 as an urgent investigation may be needed. Where there are multiple duty holders involved, they should consult and coordinate to nominate the duty holder responsible

for notification. However, all duty holders are responsible for ensuring a notification is made to SafeWork NSW.

- UI Contractors must contact the RUS and UI Health & Safety Partner or nominated representative to advise the notifiable incident.
- COS Contractors must contact the RUS and COS Health & Safety Partner or nominated representative to advise the notifiable incident.

A notifiable incident includes the following in relation to a place of work:

a) Fatality.

b) immediate treatment as an in-patient in a hospital, or

c) immediate treatment for:

  - the amputation of any part of his or her body, or
  - a serious head injury, or
  - a serious eye injury, or
  - a serious burn, or
  - the separation of his or her skin from an underlying tissue (such as delving or scalping), or
  - a spinal injury, or
  - the loss of a bodily function, or
  - serious lacerations, or

d) medical treatment within 48 hours of exposure to a substance, or

e) an uncontrolled escape, spillage or leakage of a substance, or

f) an uncontrolled implosion, explosion or fire, or

g) an uncontrolled escape of gas or steam, or

h) an uncontrolled escape of a pressurised substance, or

i) electric shock, or

j) the fall or release from a height of any plant, substance or thing, or

k) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or

l) the collapse or partial collapse of a structure, or

m) the collapse or failure of an excavation or of any shoring supporting an excavation, or

n) the inrush of water, mud or gags in workings, in an underground excavation or tunnel, or

o) the interruption of the main system of ventilation in an underground excavation or tunnel.

Any of the above incidents must be followed up with a full written report by the contractor detailing the incident, actions taken and recommendation to avoid a re-occurrence.

Non-disturbance provisions apply to the scene of a serious incident.

Where a notifiable incident has occurred on site, the Contractor must take measures to ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs. This does not apply where interference is necessary to aid or revive any person involved in an accident or to prevent further injury to persons or property.

In the instance of a notifiable environmental *pollution incident*, University Security must be contacted to ensure compliance with the notification requirements of the POEO Act. A pollution incident includes a leak, spill or other escape of a substance, where pollution has occurred or is likely to occur. Pollution incidents do not include noise.

A pollution incident becomes notifiable when material harm to the environment is caused or threatened. *Harm* to the environment is *material* if it involves actual or potential harm to people or to ecosystems that is not trivial, or it results in actual or potential loss (includes clean up costs) or property damage exceeding $10,000 (in aggregate). A spill does not need to leave University premises to cause material harm to the environment.

A notifiable pollution incident is required to be notified to the relevant authorities ***immediately*** after becoming aware of the incident. There are significant penalties under the POEO Act ($4M for a corporation, $1M for an individual) if a pollution incident is not notified. Therefore, it is very important to ensure that the University notifies potential pollution incidents.

8 Definitions

Term	Definition
Contractor	A person, organisation or entity engaged to carry out work or provide services for the University under a contract for services arrangement. This includes the contractor's workers, subcontractors, consultants, suppliers and any nominated representative engaged or directed by the contractor to perform work on University land, buildings, infrastructure or other University-controlled work areas.
Construction Work	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure and may include: a) any installation or testing carried out in connection with an activity referred to in the above paragraph. b) the removal from the workplace of any product or waste resulting from demolition. c) the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work. d) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure. e) the installation, testing or maintenance of an essential service in relation to a structure. f) any work connected with an excavation. g) any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to the first paragraph; and h) any of the aforementioned activities that are carried out on, under or near water, including work on buoys and obstructions to navigation.
Hazard	A source of potential harm, or a situation with potential for harm, to human health or wellbeing or damage to property or the environment.
High Risk Construction Work	High risk construction work includes: a) involves a risk of a person falling more than 2 metres, or b) is carried out on a telecommunication tower, or c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or d) involves, or is likely to involve, the disturbance of asbestos, or e) involves structural alterations or repairs that require temporary support to prevent collapse, or f) is carried out in or near a confined space, or g) is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres, or a tunnel, or h) involves the use of explosives, or i) is carried out on or near pressurised gas distribution mains or piping, or j) is carried out on or near chemical, fuel or refrigerant lines, or k) is carried out on or near energised electrical installations or services, or l) is carried out in an area that may have a contaminated or flammable atmosphere, or m) involves tilt-up or precast concrete, or n) is carried out on, in or adjacent to a road, railway, shipping lane or other

Term	Definition
	traffic corridor that is in use by traffic other than pedestrians, or o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or p) is carried out in an area in which there are artificial extremes of temperature, or q) is carried out in or near water or other liquid that involves a risk of drowning, or involves diving work.
Principal Contractor	A Person Conducting a Business or Undertaking (PCBU) which has taken control and management of a construction site from the PCBU which commissioned the construction project. The construction project must be greater than $250,000 in value before a PCBU who commissioned the construction project can relinquish management and control of the project to another PCBU.
Responsible University Supervisor (RUS)	Where 'Responsible University Supervisor' is stated, it refers to 'University Facilities/Project Manager and includes Contract Managers, Supervisors, ICT Project Managers/contacts and anyone at the university managing contractors.
Structure	Structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes: a) buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), and b) any component of a structure, and c) part of a structure Examples: a roadway or pathway; a ship or submarine; foundations, earth retention works and other earthworks, including river works and sea defence works; formwork, falsework or any other structure designed or used to provide support, access or containment during construction work; an airfield; a dock, harbour, channel, bridge viaduct, lagoon or dam; a sewer or sewerage or drainage works.
'must'	Any sentence within the Handbook containing 'must' is to be considered a mandatory requirement.