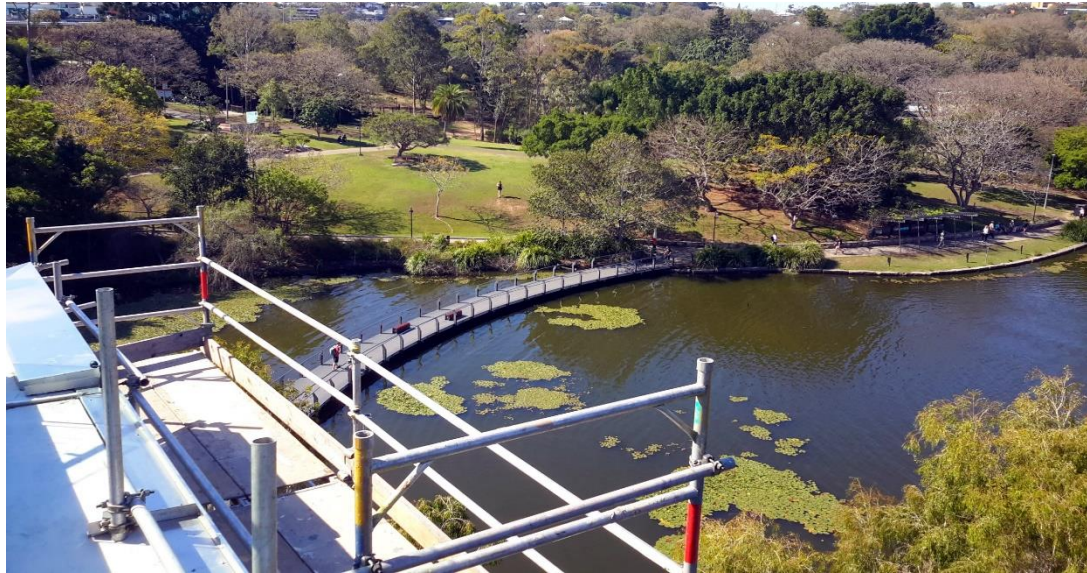




THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

CONTRACTOR HANDBOOK



**Environment
Health
Safety**

**Property & Facilities
Division**

Issue 8 – October 2018

Table of Contents

PART 1 – UQ WORKPLACE	3
1. Introduction	3
Overview of the Property & Facilities Division (P&F)	3
2. Disclaimer	4
3. Occupational Health and Safety Policy	4
4. Contractors General Requirements	4
5. Reporting Line - Contractor's Issue Resolution	5
Roles and Responsibilities	6
6. Asbestos	6
7. Cables and Services	7
8. Confined Spaces	7
9. Emergency Procedures	7
Emergency Contacts:	8
Important Contacts:	8
10. Incidents and Dangerous Events	9
11. UQ Specific Hazards	10
11.1 Animal Houses	10
11.2 Laboratories (including magnet houses and laser facilities)	10
11.3 Chemical Store	10
11.4 High Voltage Substations	10
11.5 Broken Pit Lids	10
12. PCBs in Fluorescent Lighting	11
13. Access to Rooftops	11
14. Indoor Air Quality	12
15. Summary	12
PART 2 – SITE RULES	13
1. Maps and Finding Your Way on Campus	13
2. Safe Work Method Statements	13
3. Construction Project WHS Management Plan	13
4. Alcohol and Other Drugs	13
5. Confidentiality	13
6. Behaviour on Site	13
7. Barricades and Hoardings	14
8. Hazardous Substances	14
9. Hot Work	14
10. Legislation	15
11. Non-Compliance	15
12. Demolitions	16
13. Asbestos Removal Work	16
14. Service Contractors	16
15. Smoke Free Environment	16
16. Timing of Work	16
17. Training Responsibilities	17
18. After Hours Access	17
19. Keys	17
PART 3 – THE ENVIRONMENT	18
1. Environmental Legislation	18
2. Legal Duties and Responsibilities	18

2.1	General Environmental Duty (EPA s319)	18
2.2	Executive Officer Liability (EPA s493)	19
2.3	Duty to Notify Environmental Harm (EPA s320)	19
3.	The University Of Queensland Environmental Policy	19
4.	Environmental Risks	20
5.	Air Emissions	20
5.1	Dust	21
5.2	Chemical Off Gassing	21
5.3	Plant Exhausts	21
5.4	Odour	21
5.5	Monitoring	21
6.	Hazardous Substances	22
6.1	Types of Hazardous Substances	22
6.2	Hazardous Substance Management	22
7.	Waste Management	22
7.1	General Rules for Waste Handling	23
7.2	Resource Recovery	23
7.3	Liquid Waste Disposal	24
7.4	Regulated and Trackable Wastes	24
7.5	Wastes in Laboratories	24
8.	Land Management	24
8.1	Land Contamination	24
8.2	Land Use Restrictions	25
8.3	Soil Characteristics	25
9.	Stormwater and Erosion	25
9.1	Stockpiles	25
9.2	Stores of Hazardous Material	25
9.3	Exposed Sites	25
10.	Water Conservation	26
11.	Carbon Management	26
11.1	Energy Conservation	26
11.2	Monitoring and Reporting	26
12.	Vibration and Noise Management	27
12.1	Building Work	27
12.2	Regulated Devices	27
12.3	Vibration	27
13.	Flora and Fauna	28
13.1	Plants	28
13.2	Animals	28
14.	Heritage and Cultural Areas	28
15.	Contingencies / Emergencies	29
	PART 4 – ENVIRONMENTAL & OCCUPATIONAL HEALTH AND SAFETY (EOHS) PLAN	30
	SECTION A – Produced before work commences	30
1.	Criteria	30
2.	OHS Roles and Responsibilities	30
3.	Environmental Policy & Procedures	31
4.	SWMS Requirements	32
	SECTION B - Contract Stage	32
	SECTION C - Post Contract stage	32
	APPENDIX A - FORMS	33

PART 1 – UQ WORKPLACE

1. Introduction

Welcome to The University Of Queensland (UQ) Contractor Handbook. This handbook is written to provide Contractors, with an overview of health safety and environmental requirements when working at UQ. It covers a range of information including acceptable behaviour, access to buildings and emergency procedures. We have tried to keep this handbook as brief as possible without affecting the integrity of the information. If you have any comments or need further information, please contact the Health & Safety Coordinator, Property and Facilities Division.

Overview of the Property & Facilities Division (P&F)

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

The [Property and Facilities Division \(P&F\)](#) mission is to deliver comprehensive property and facilities management operations to the University community by using integrated systems and services to support the University's teaching and learning, research endeavour and strategic objectives. We aim to deliver a responsive, high quality service. We strive to achieve this through strategic planning, delivering a capital works program, maintaining assets and facilities, and managing commercial services across our campuses.

P&F Teams:

Campus Operations:	Infrastructure and Sustainability
<ul style="list-style-type: none">• Maintenance• Compliance<ul style="list-style-type: none">◦ Operations Contracts◦ P&F Health & Safety• Grounds• Security<ul style="list-style-type: none">◦ Fire Safety• Transport Systems• Parking Systems• Campus Services<ul style="list-style-type: none">◦ Fleet◦ Mail/Courier◦ Cleaning◦ Furniture◦ Store◦ Waste & Recycling◦ Gatton Post Office◦ Gatton Printery• Asset Performance Services	<ul style="list-style-type: none">• Energy & Sustainability Projects• Energy Management• Sustainability Office• Campus Infrastructure - Planning and Augmentation• Technical Support• Design PREM• CAD• Signage• Records
Planning & Property	Project Delivery
<ul style="list-style-type: none">• Master Planning• Site Development Planning• Space Management• Leasing• Housing• UQ Centre	<ul style="list-style-type: none">• New building projects• Refurbishment projects• Minor Works Projects• Feasibility studies• Large Complex projects
Director & Executive Office:	
<ul style="list-style-type: none">• UQ Facilities Management• Executive, Business, Contract & Admin Support and PF Assist	

The P&F Division manages Safety and Environmental Management systems. These systems demonstrate that the Division is focused on a continuous improvement and its intention to implement industry best practice.

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

2. Disclaimer

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

Further information about OH&S legal requirements can be obtained from Workplace Health and Safety Queensland, Health, Safety and Wellness Division UQ, or the P&F Health & Safety Coordinator (HSC).

Further information about environmental legal requirements can be obtained from the [Department of Environment and Science](#) or [UQ Sustainability Office](#).

3. Occupational Health and Safety Policy

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

4. Contractors General Requirements

All contractor personnel must sit the UQ on-line induction.

In order for a contracting company details to appear on the University's inducted contractor register for following documents must be forwarded to the Health and Safety Coordinator,

- copy of the contracting company third-party liability insurance;
- workers compensation details and
- contractor registration and Induction form PF244 (Refer Appendix A).

All contractor work must have safety documentation reviewed prior to the commencement of work.

- construction safety plans for projects over \$250,000 and
- safe work method statement (SWMS) for all other work. See Part 2 and Part 4 for further details.

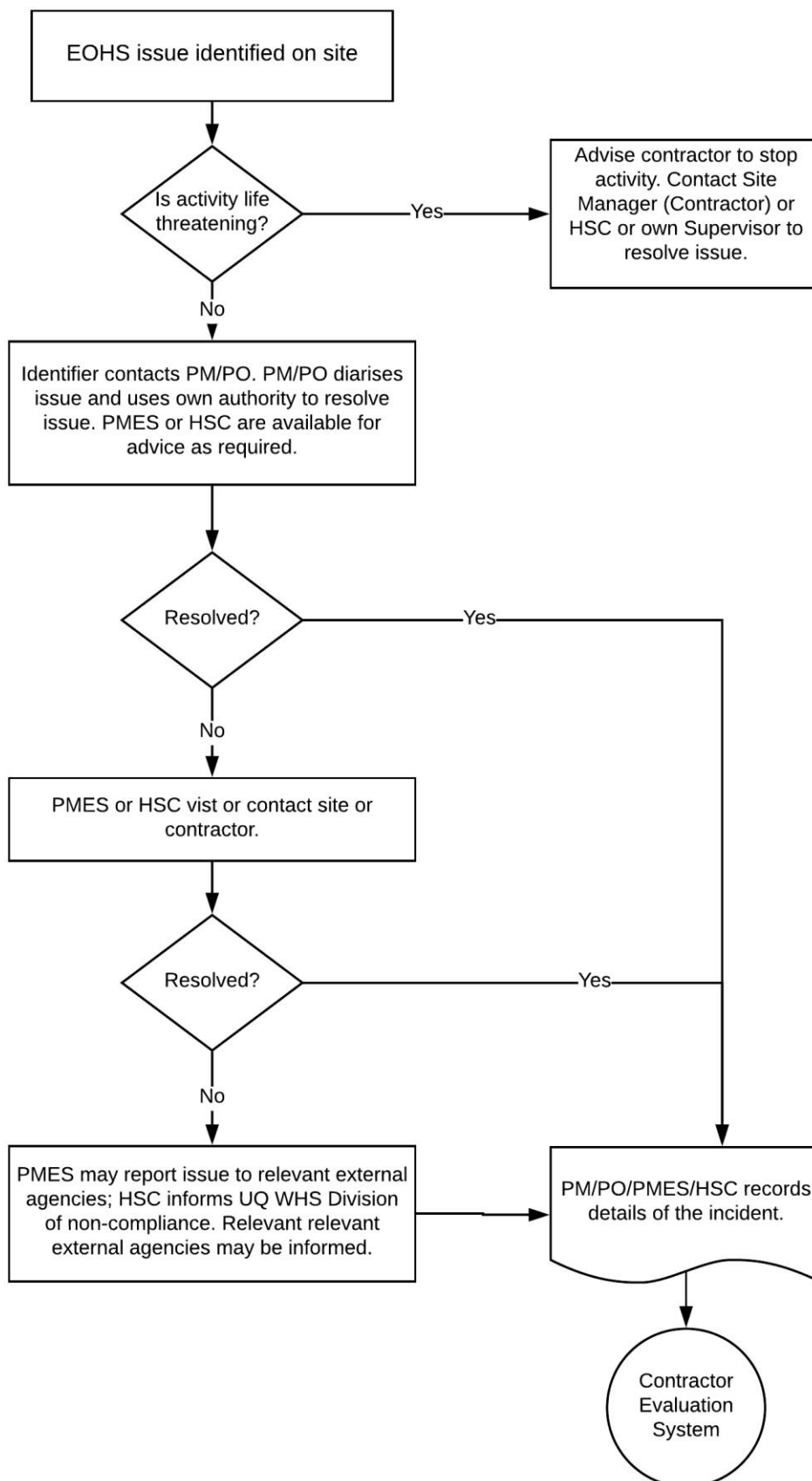
All work should be separated from University staff and students. This can take the form of construction fencing bollards or orange balustrading.

All work must be identified using signs including the name of the principal or main contractor and the after-hours contact telephone number. The sign must be clearly visible from outside the site. (This clause does not apply to UQ Preventive Maintenance and Cleaning Contractors).

All contractors must sign in and sign out at Building 99, Glasshouse Road, St Lucia Campus or at the Jack Jones Building at Gatton Campus. For all other campuses, arrangements must be made with your PM or the Senior Client Facility Manager Remote Sites.

Arrangements can be made with the UQ Project Manager to produce an onsite sign in / out register. All contractors working on UQ sites with their own sign in / out register will not have to sign in or out at the designated locations specified above.

5. Reporting Line- Contractor's Issue Resolution



Roles and Responsibilities

Health & Safety Coordinator – HSC

The Property & Facilities Health & Safety Coordinator (HSC) is responsible for the management of the P&F Safety Management System which includes contractor inductions, the review of construction safety plans, compliance and monitoring of contractor OHS performance.

Program Manager, Environment & Sustainability – PMES

The Property & Facilities, Program Manager, Environment & Sustainability (PMES) is responsible for the management of the Environmental Management System which includes energy management reporting and auditing, recycling and waste management, environmental training and awareness programs, environmental legal management, water efficiency management reporting and auditing, environmental consultancy and management of environmental issues on UQ campuses.

UQ Health, Safety and Wellness Division – (HSW)

The [UQ Health, Safety and Wellness Division](#) – (HSW) Division provides OHS advice to the university and it is the most authoritative body within the university when dealing with OHS issues. The HSW Division reports to the Vice Chancellor's Risk and Compliance Committee on the status of the OHS management system for the university.

6. Asbestos

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

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

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

All asbestos removal jobs must be scoped by an independent consultant prior to tender and clearance reports must be obtained from an independent consultant at the completion of work. These consultants must be employed directly by UQ. All identified asbestos items within University buildings have been marked with a warning label. All items have been listed in the University Asbestos Register. Copies are available from your P&F PM.



7. Cables and Services

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

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

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

8. Confined Spaces

Many confined spaces exist across The University Of Queensland estate and it is recognised that activities undertaken in confined spaces can be inherently hazardous to the worker's health and safety.

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

Confined space → incident → rescue with winch or breathing apparatus.

Confined space → forced ventilation → incident → rescue can be performed as air quality is guaranteed.

If the forced ventilation fails – the area is to be evacuated immediately. The area can only then be entered with a completed confined space entry permit signed by a responsible person.

Safe work method statement and entry permit are required for all work in a confined space. The Confined Space Management Plan and Confined Space Entry Permit Form PF179 (Refer Appendix A) are available from P&Fs [Building contractors and consultants web site](#)

9. Emergency Procedures

Detailed procedures are displayed in all buildings at The University Of Queensland. These describe the type of alarms, emergency exits, firefighting equipment, muster areas, the name and location of the building for notification and location of manual alarms or telephones.

Do Not Panic. Keep calm in all situations.
IN AN EMERGENCY PHONE 3365 3333

Emergency Contacts:

Hazard	What to Do	Who to Contact	Extension
Fire	<ul style="list-style-type: none"> • Contact Security • Use preventive measures (e.g. fire extinguishers to contain fire) 	Security	3365 3333
Explosion	<ul style="list-style-type: none"> • Contact Security 	Security	3365 3333
Spill	<ul style="list-style-type: none"> • Contact Security • Alert people in the area/s 	Security	3365 3333
First Aid	<ul style="list-style-type: none"> • Contact Security 	Security	3365 3333
Medical	<ul style="list-style-type: none"> • Contact Security 	Security	3365 3333

In an emergency, follow these procedures:

1. *Assess the Situation*

- look for other dangers;
- seek assistance from security.
- administer immediate first aid;
- initiate any required immediate corrective action; and

2. *Decision to be Based On*

- your own competency in relation to the action required;
- the situation i.e. electrocution, fire, machinery failure; and
- the resources immediately available etc.

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

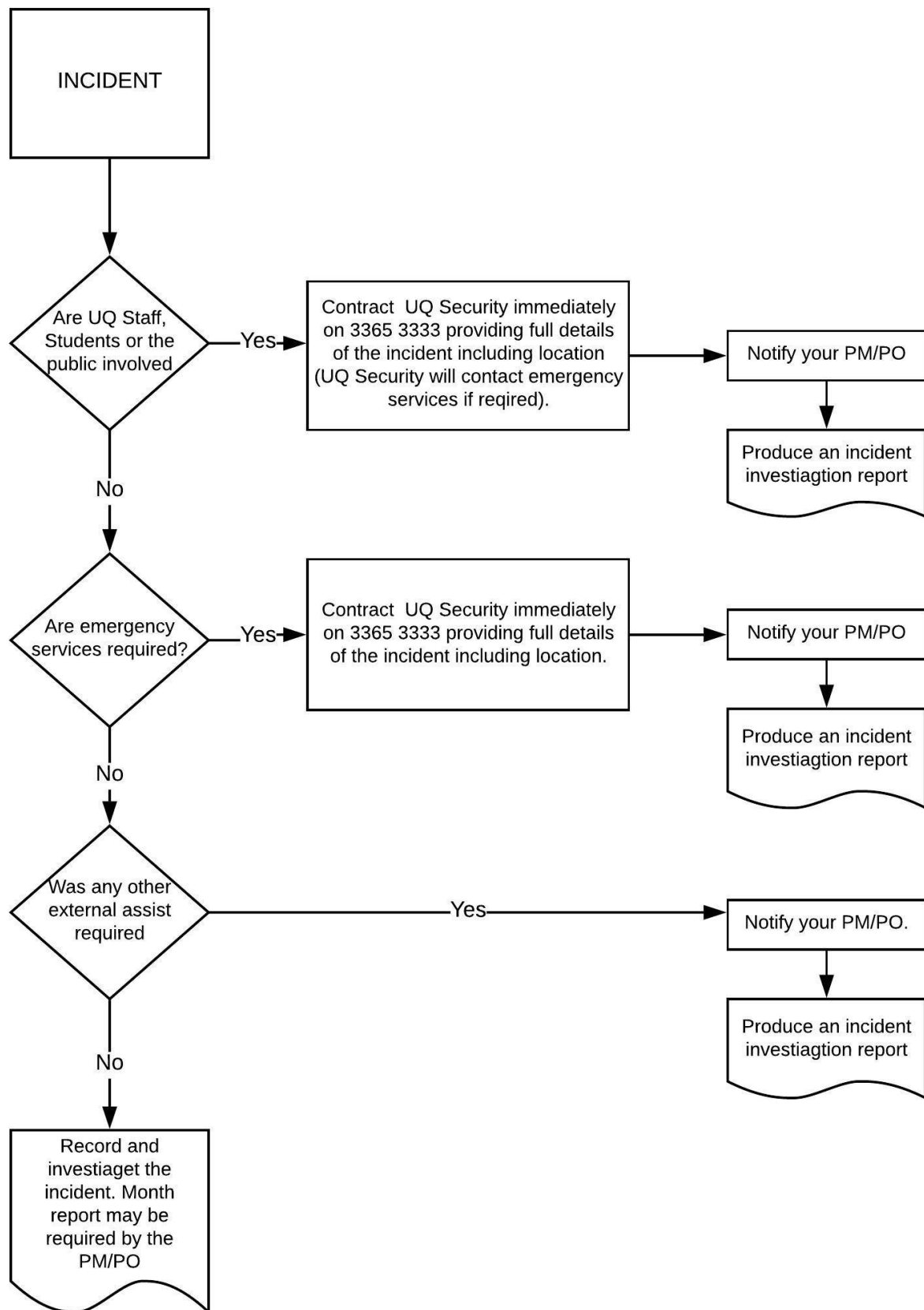
3. *Get Assistance*

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

Important Contacts:

Subject	Contact	Person	Extension
Fire Safety Advice	PF Asset Services https://campuses.uq.edu.au/emergencies	PF Assist	3365 2222
Environmental Contingency Issues	P&F Environment & Sustainability Office https://sustainability.uq.edu.au/	Program Manager, Environment & Sustainability	3365 1587
Hazards, Risks and Emergency Advice	P&F Occupational Health & Safety https://coo.uq.edu.au/operational-areas/health-safety-and-wellness	P&F Health & Safety Coordinator	3346 9268
Emergency	P&F Security Section https://campuses.uq.edu.au/emergencies	Security Officer on Duty	3365 3333
Contractor Sign In, faulty reporting & enquiries	PF Assist https://coo.uq.edu.au/operational-areas/property-and-facilities/pf-staff-and-contractors/building-contractors-and-consultants	PF Assist office	3365 2222

10. Incidents and Dangerous Events



11 UQ Specific Hazards

Due to the variety and nature of activities performed at The University Of Queensland for teaching and research, you may encounter workplaces and work processes which are unique and in many cases, these areas can be hazardous. Local controls including local inductions are required before working in most research and teaching facilities. You must not enter these areas before specific permission has been granted.

Following are some examples:

11.1 *Animal Houses*

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

11.2 *Laboratories (including magnet houses and laser facilities)*

There are a variety of laboratories at The University Of Queensland including chemical and biological laboratories where pathogens, carcinogens, lasers, radioactive material and recombinant DNA work is conducted.

Do not enter a laboratory to carry out work or for any other reason without being granted specific permission to enter the laboratory concerned. Not all laboratories have the same procedures.

You may be required to sit a specific induction for a laboratory. This will be indicated on the Hazards in Laboratories form PF306 (Refer Appendix A).

DO NOT WORK IN A LABORATORY WITHOUT A COMPLETED AND SIGNED PF306.

This document can be obtained from your P&F PM, PF Assist or on the P&Fs [Building contractors and consultants web site](#).

11.3 *Chemical Store*

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

11.4 *High Voltage Substations*

Access to high voltage substations at The University Of Queensland is to be arranged through the P&F PM. Only appropriately, licensed and trained persons will be granted access to high voltage substations.

11.5 *Broken Pit Lids*

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

12. PCBs in Fluorescent Lighting

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

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

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

For further information on the appropriate transport, treatment and disposal of PCB's, please contact the Program Manager, Environment & Sustainability



13. Access to Rooftops

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

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

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

The permit makes provision for brief inspections and for longer-term work.



14. Indoor Air Quality

Indoor air quality refers to a range of characteristics including:

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

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

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

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

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

- All photocopies and printers must be located in a vented enclosure or room;
- Off gassing of paints and glues may affect users in the same building or in adjacent buildings;
- Smoking is not allowed in any UQ building. This ban has been extended to include the entire campus

15. Summary

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

Any suggestions to improve this document and P&F processes will be most welcome.

PART 2 – SITE RULES

1. Maps and Finding Your Way on Campus

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

Campus maps are available from PF Assist, UQ libraries, or can be downloaded from the UQ website <https://maps.uq.edu.au/st-lucia>

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

2. Safe Work Method Statements

Safe Work Method Statements (SWMS) are to be produced for all work performed at The University Of Queensland. Copies of these SWMS are to be submitted to the P&F PM for review prior to starting work on the site. All contractors should refer to Part 4 of this booklet –for further details.

3. Construction Project WHS Management Plan

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

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

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

4. Alcohol and Other Drugs

The risk level related to hazards at a workplace can be significantly increased by alcohol and other drugs.

Contractors are required to ensure persons affected by alcohol or other drugs are not permitted to carry out work on University campuses or sites. The consumption or abuse of drugs, including alcohol, is not permitted on construction or maintenance workplaces at The University Of Queensland.

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

5. Confidentiality

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

6. Behaviour on Site

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

Offensive behaviour by any party will not be tolerated at The University Of Queensland. Offensive behaviour includes:

- all behaviour and language that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, disability, sexual orientation, transgender status, or marital status; and

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

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

7. Barricades and Hoardings

All construction and maintenance work is to be isolated from students, staff and visitors to The University Of Queensland. Where this cannot be controlled by closing off areas of buildings or using a spotter to stop access to an area, then substantial hoardings must be used. If at any stage during construction or maintenance work, a chosen method of isolation is found to be unsuccessful, then a more appropriate control must be implemented.

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

8. Hazardous Substances

Hazardous substances, including chemicals are used and stored at all UQ sites. Before working in any UQ location contractors should check with their PM and relevant local staff to ensure that the workplace is safe from any hazardous substances.

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

No substance is to be brought onto site without the following information being provided to your PM:

- A full description of the substance including product name, use, quantity, etc;
- A copy of the Safety Data Sheet (SDS);
- A copy of the SWMS relating to its specific use, storage and disposal of the substance;
- Required training in order to use the substance (if required).

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

9. Hot Work

Hot work, including welding, thermal or oxygen cutting or heating and other related heat or spark producing operations, are not to take place in any building area without a Hot Work Permit PF220 (Refer Appendix A). Staff and contractors must comply with P&F's Hot Work Permit Program. The only exception are new builds where the principal contractor may use their own system. The P&F PM or Contractor is responsible to ensure all their staff adhere to that program.

A Hot Work Permit must be submitted to the Project Manager before work commences and is available from <https://coo.uq.edu.au/operational-areas/property-and-facilities/pf-staff-and-contractors/building-contractors-and-consultants>. Lab Managers must be contacted before commencing work.

Contractor Hot Work Information and Responsibilities

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

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

9.1 Contractor Hot Work Rules

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

Note: Contractors must contact Lab Managers before commencing hot work.

Note: Hot work must be included on the safe work method statement.

10. Legislation

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

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

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

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

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

11. Non-Compliance

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

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

12. Demolitions

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

- (a) Demolition of a structure (or part thereof) that is load-bearing and is at least 6m in height or;
- (b) Demolition work involving load-shifting machinery on a suspended floor or;
- (c) Demolition work involving explosives.

A copy of the notice to the regulator and a copy of the SWMS must be provided to the HSC for review prior to the start of any work.

13. Asbestos Removal Work

A copy of the notice to the regulator and a copy of the asbestos removal control plan must be provided to the HSC for review prior to the start of any work.

14. Service Contractors

Specific Environmental and Occupational Health & Safety (EOHS) requirements for service contractors are provided in the service contract. In general requirements include providing UQ with a document describing how the contractor plans to comply with UQ site rules, permit systems and emergency procedures. Service contractors are also required to submit for review, SWMS detailing work performed under the contract. These SWMS must be reviewed before any work is performed for the first time and annually thereafter.

15. Smoke Free Environment

Smoking is prohibited in all University buildings, grounds and vehicles. The University of Queensland upholds the right of an individual to work in a smoke-free environment. As from 1st July 2018, all University of Queensland campuses and sites are smoke free. More information: <https://about.uq.edu.au/campaigns-and-initiatives/smoke-free-uq>

16. Timing of Work

The University Of Queensland needs to maintain an environment, which is conducive to learning and research. Excessive noise can have a negative affect and all contractors working on University sites, must be mindful of sensitive periods during the year. In particular, the planning of any work must be done in consultation with the PM.

All contractors should take the following circumstances into account when planning work:

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

17. Training Responsibilities

- All contractors must sit the Environmental and Occupational Health & Safety (EOHS) induction and re-sit the training every 12 months;
- Along with the induction, contractors must provide UQ with copies of their specific licences, workers compensation and third party liability insurance; and
- The Contractor Registration and Induction form PF244 must be used to notify UQ of any changes to information held on the contractor register.

18. After Hours Access

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

19. Keys

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

Service keys can be obtained from Building 99. Service keys provide access to plant rooms, electrical risers, switchboards and various other service areas within buildings.

PART 3 – THE ENVIRONMENT

1. Environmental Legislation

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

- Coastal Protection and Management Act 1995
- Environmental Protection Act 1994
- Environmental Protection Regulation 2008
- Environmental Protection (Waste Management) Regulation 2000
- Environmental Protection Policies
 - Air 2008
 - Noise 2008
 - Water 2009
- Waste Reduction and Recycling Act 2011
 - Waste Reduction and Recycling Regulation 2011
- Water Act 2000
- Work Health and Safety Act 2011 (for Dangerous Goods)
- Nature Conservation Act 1992 (with respect to protection and management of wildlife and World Heritage)
- Queensland Heritage Act 1992

2. Legal Duties and Responsibilities

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

2.1 *General Environmental Duty (EPA s319)*

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

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

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

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

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

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

2.2 *Executive Officer Liability (EPA s493)*

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

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

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

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

2.3 *Duty to Notify Environmental Harm (EPA s320)*

Applicable to all individuals.

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

At The University Of Queensland, an individual fulfils this duty by:

- Reporting breaches to their supervisor or the site foreman. It is then their responsibility to notify their supervisor and so on until the Manager Sustainability (PMES) has been notified.
 - * If you are unable to contact your direct supervisor then you must notify the PM or PMES. The PMES will report breaches to DEHP on behalf of the University. If no one is available to report to, then you must notify DEHP directly by calling the Pollution Hotline: 1300 130 372.
- PMES will attend the site and investigate the incident to determine if the incident needs to be reported to DEHP.
- If the incident warrants DEHP notification, you must provide all information requested by PMES. Any information provided to DEHP at this stage cannot be used if the department decides to pursue a prosecution. Therefore the more information you provide at this stage, the better.
- You may also be asked to complete an Environmental Incident Form PF622 (Refer Appendix A) which will be provided to you by PMES.

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

3. The University Of Queensland Environmental Policy

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

Everyone working at UQ has a responsibility to conduct themselves and their activities in accordance with University Policy.

Compliance with the Environmental Management Policy may mean that you must:

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

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

For information on other applicable policies see the Sustainability section of [UQ's Policy and Procedures Library](#).

4. Environmental Risks

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

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

Typical areas of Environmental Risk for Contractor's include:

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

5. Air Emissions

Common types of air emissions from contractor works may include:

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

If there is a risk that any air emissions are likely to impact or affect areas external to the University, the contractor must consider control measures.

5.1 *Dust*

Dust must not leave a contractor's work area or site. This can be achieved by suppressing dust or containing it within the work area. Common practices include:

- Wetting or keeping work surfaces moist (in accordance with relevant guidelines).
- Scheduling or planning dust generating activities to reduce the likelihood of dust leaving the site (i.e. avoid earthmoving on windy days).
- Using contained work areas where dust is generated (possibly in conjunction with mechanical separation equipment). A workshop with an exhaust and cyclone system is an example.

5.2 *Chemical Off Gassing*

Volatile chemicals will escape to the air when they are left open and exposed to the atmosphere. To prevent environmental harm and/or occupational health and safety issues, the amount of chemicals lost can be minimised by:

- Using small quantities. The less chemical exposed to the atmosphere, the less lost; and
- Using volatile chemicals in purpose built or appropriate areas. Typically, this will be in areas with appropriate extraction systems and/or filtering/scrubbing equipment on exhausts.

5.3 *Plant Exhausts*

Machinery and other combustion equipment and engines exhaust greenhouse gases to the atmosphere. These can be minimised by:

- Ensuring plant is serviced regularly;
- Using the appropriate fuels/air mixes; and
- Shutting down plant when not in use.

5.4 *Odour*

Measures should be taken to minimise, if not eliminate, odours leaving the site.

- Use methods as discussed for chemical off gassing as above;
- Ensure plentiful ventilation is provided;
- Consider odour masking only as a last resort;

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

5.5 *Monitoring*

As a mechanism for checking the effectiveness of air emission controls, you may consider monitoring. Depending on the type of emission the following may be used:

- Gas meters to detect emissions of chemicals.
- Dust monitors to determine levels of dust and particles. These may be pumps or settling pads depending on the dust.

If working with asbestos, dust monitoring is compulsory.

- Odour monitoring. (This is complex and not effective for determining instantaneous levels. It would only be considered on large scale works to determine exposures and whether controls would be needed).

6. Hazardous Substances

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

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

Hazardous substances may also be referred to as:

- Dangerous Goods;
- Regulated Wastes;
- Prescribed Substances; and
- Trackable Wastes.

6.1 *Types of Hazardous Substances*

Common types of hazardous substances that contractors may encounter across University sites include:

- Chemicals
- Pathogens
- Poisons
- Radioactive material
- Asbestos

6.2 *Hazardous Substance Management*

Hazardous substances must not be released to the environment. Prevent loss to the environment by:

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

7. Waste Management

A waste is any gas, liquid, solid or energy (or a combination of these) that is surplus to or an unwanted by-product of an activity. Wastes from University contract sites can typically be considered as one of the following:

- General (including builders and maintenance waste)
- Recyclable
- Hazardous
- Energy (refer to Section 11).

Waste must be minimised following the *waste hierarchy*:

- *Avoid* generating the waste by ordering exact volumes and amounts of materials.
- *Reuse* materials. When possible, reuse off-cuts and wastes on other projects and jobs.
- *Recycle* wastes by providing them to recycling contractors or others who can process the waste.
- *Energy Recovery*. Provide wastes to facilities to burn for energy generation.

- *Treat* waste prior to disposal to reduce the hazardous characteristics of the waste.
- *Disposal* as a final option, when no further use can be gained from the material

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

7.1 General Rules for Waste Handling

Regardless of the type of waste, all contractors have specific responsibilities as follows:

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

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

Yellow = Clinical	Green with Red Lid = General Waste
Purple = Cytotoxic	Green with Yellow Lid = Recyclables
Red = Radioactive	Green with Lime Green Lid = Animal Waste
Light Grey = Paper	Green with Red Lid and 'Lab Glass Only' sticker = Laboratory Glass
Large Green Bins with Blue Lid in Public Areas = Cardboard	

7.2 Resource Recovery

There is often an opportunity to recover materials and costs on some types of wastes. Consider the following when evaluating your waste recovery options:

- Can materials be reused on the current or upcoming project to offset new products?
- Does the waste have any value?
- Can materials be sold or auctioned (i.e. metals, timber, green waste)?
- Can materials be donated to a relevant community program or organisation?

7.3 *Liquid Waste Disposal*

Unlike general solid waste, liquid waste cannot be disposed of in skips or bins. Other considerations have to be made:

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

7.4 *Regulated and Trackable Wastes*

Regulated waste (Schedule 7 Part 1, *Environmental Protection Regulation, 2008*) and Trackable waste includes environmentally damaging materials listed in Schedule 2E of the *Environmental Protection Regulation, 2008* have specific handling and disposal requirements. Contractors are responsible for knowing when they are generating one of these wastes because while all trackable wastes are regulated waste, not all regulated wastes are trackable. Trackable wastes are generated from commercial/industrial activities and the amount of waste tracked is directly related to the amount of wastes generated by commercial activities.

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

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

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

7.5 *Wastes in Laboratories*

If you work in a laboratory and have permission to dispose of wastes in University bins, tell the laboratory manager at the induction what wastes you will be generating and clarify where they can be disposed.

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

8. Land Management

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

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

8.1 *Land Contamination*

Many UQ sites have registered actual or potentially contaminated areas. If working in these areas, take precautions to prevent the spread of contaminants. These measures include:

- Sample and test soils to determine if or to what extent an area is contaminated.
- Seek appropriate approvals DES to remove contaminated soil from site.
- Contaminated soil must be contained on site.
- Ensure that removed material is contained and not lost from the transport vehicles.

- Contaminated soil is a trackable and regulated waste and must be transported by a licensed contractor.

8.2 *Land Use Restrictions*

Restrictions may be imposed on land use and movement of materials to ensure that land is being used appropriately.

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

8.3 *Soil Characteristics*

The characteristics of some soils may require special controls.

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

9. Stormwater and Erosion

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

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

9.1 *Stockpiles*

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

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

9.2 *Stores of Hazardous Material*

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

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

9.3 *Exposed Sites*

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

- Diverting stormwater around the site using gullies and drains.
- Intercepting stormwater leaving the site and filtering it with silt fences, hay bales, etc.
- Using purpose built interceptors at release points. In some cases cages can be built to fit into curb side drains. Note: this measure prevents contamination of stormwater systems but does not prevent the material leaving the site.

- Slowing or pooling stormwater on exposed surfaces to allow soils to settle before leaving site by terracing, maintaining flat surfaces and using bund walls or ponds.
- Replanting or covering exposed areas as soon as work is completed.

10. Water Conservation

Contractors must comply with the University's [Water Management Policy](#) and associated procedures.

Contractors are required to:

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

Demand reduction and water efficient fixtures - ensure that all new and refurbished buildings are fitted with highly efficient appliances, systems and plumbing fixtures (low-flow toilets and urinals, low-flow and spring loaded tap ware, and water-efficient dishwashers and washing machines).

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

To conserve potable water, contractor works must use recycled water supplies for the following purposes:

- Cleaning and washing buildings, windows, pathways, and hard surfaces;
- The use of water on construction sites (e.g. civil works, dust suppression, drilling, vacuum excavation);
- The use of water in building and construction processes;
- Irrigating landscapes and gardens; and
- Washing of vehicles.

If recycled water is unable to be sourced potable water can be used, however, usage charges will apply (by meter measurement) based on cost recovery.

11. Carbon Management

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

11.1 *Energy Conservation*

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

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

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

11.2 *Monitoring and Reporting*

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

Smaller contractor's activities are deemed to be under the 'overall control' of the University. The contractor's energy consumption, energy production and emissions are considered part of UQ's reporting obligations and therefore contractors must make provisions to capture energy consumption,

energy production and emissions data (i.e. electricity use, solid, liquid and gaseous fuel use, bitumen use, etc.) and provide it to UQ when instructed to do so.

12. Vibration and Noise Management

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

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

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

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

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

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

12.1 Building Work

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

12.2 Regulated Devices

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

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

12.3 Vibration

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

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

13. Flora and Fauna

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

13.1 *Plants*

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

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

13.2 *Animals*

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

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

14. Heritage and Cultural Areas

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

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

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

Control measures that may be required in these locations include:

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

15. Contingencies / Emergencies

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

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

Potential emergency situations include:

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

Emergency procedures should refer to items such as:

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

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

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

If PMES is required to attend site to determine if the incident needs reporting to the Department of Environment and Science, the above information will be requested.

PART 4 – ENVIRONMENTAL & OCCUPATIONAL HEALTH AND SAFETY (EOHS) PLAN

SECTION A – Produced before work commences

1. *Criteria*

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

1. Full company details (name, address, ABN).
2. Appropriate scope of works – this is to be a simple, brief description of the scope of work included in the contract. The description should be such that a person without first-hand knowledge of the contract would gain an understanding of the type of work being carried out and under what conditions or restrictions.

The scope of work must include, but is not limited to, the following:

- A list of the major tasks/activities and types of work.
- Details of conditions in work areas that may increase the difficulty of the work.

3. Date of commencement.
4. Estimated completion date.
5. A system used to review subcontractor safe work method statements.
6. Frequency of site inspection – these are contractors own audits of their sites.
7. Proposed method of keeping the P&F PMES informed of environmental incidents.
8. Proposed method of keeping P&F HSC/PM informed of OHS incidents.
9. Proposed method of keeping P&F PM informed of statistics – the statistics required are copies of audit reports conducted by contractors on their sites and relevant energy consumption, energy production and emissions data where applicable.
10. Emergency response plan is to include an evacuation diagram
11. If work will affect traffic, a road traffic management plan is required.
12. Statement acknowledging that all UQ campuses and sites as non-smoking.

2. *OHS Roles and Responsibilities*

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

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

A responsibility statement will:

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

3. *Environmental Policy & Procedures*

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

If the Contractor fails to comply with the Policy, he/she will be liable for restoration.

Notwithstanding this, all Contractors must ensure compliance with the *Environmental Protection Act 1994*.

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

- ***Environmental Approach***

This should outline:

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

- ***Environmental Management Strategy***

This should be comprised for each activity that impacts the environment and include:

- Objective/s;
- Identified risk;
- Strategies;
- Control actions;
- Monitoring and reporting; and
- Corrective actions.

- ***Contingencies.***

In order to manage the risks associated with these activities, identify controls to be implemented in regard to:

- Air emissions;
- Hazardous substances;
- Waste management;
- Land management;
- Stormwater and erosion;
- Water conservation;
- Energy conservation;
- Vibration and noise;
- Flora and fauna; and
- Heritage and cultural issues.

4. *SWMS Requirements*

- Contractor company Name
- Contractor's Australian business number.
- Location of works (address / building / Floor)
- Date that the SWMS were produced and the proposed date of the work.
- Statement listing onsite staff that have completed UQ Induction
- List the UQ emergency contacts.
- The SWMS is to be signed and dated by a senior management representative.
- Define who is responsible for monitoring the SWMS activity.
- Include a description (scope of works) of the work to be undertaken.
- Define the actual step-by-step method of doing the work.
- Identify the hazards associated with each step of doing the work.
- Assess the risk associated with each step of doing the work.
- Controls to manage risks associated with each step of the work.
- Include a hierarchy of control (Elimination, Substitute, isolation, engineering, administrative, or personal protective equipment)
- Details of any competency requirements, tickets or licenses required to operate machinery and perform the work.
- Identify the plant, tools & equipment most likely to be used.
- Statement acknowledging all UQ sites are non-smoking.

SECTION B- Contract Stage

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

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

SECTION C- Post Contract stage

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

A copy of the completed EOHS plan (i.e. the plan and all the additional items collected during the project) must be forwarded to the UQ PM who will file the document until the end of the defects period or for two years.

APPENDIX A - FORMS

For more information visit the P&F contractor website at <https://coo.uq.edu.au/operational-areas/property-and-facilities/pf-staff-and-contractors/building-contractors-and-consultants>

1. Contractor Induction and Registration Form PF244.
2. Hazards in Laboratories PF306
3. Roof Access Permit PF184
4. Hot Works Permit Form PF220
5. After Hours Access and Fire System Isolation form PF707
6. Environmental Incident Form PF622
7. Confined Space Entry Permit Form PF179
8. Contractor Site Handover Certificate Form PF398