

## 1. INTRODUCTION

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Before contractors begin work at the University of Melbourne, it is essential that they are familiar with the risks associated with the environment that they will be working in, as well as the activity they will be undertaking. Health and safety inductions ensure that contractors receive the required information.

This document provides guidance on the information that should be included in a contractor induction.

## 2. CONTRACTOR INDUCTION INFORMATION

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The following represents the minimum information that should be included into a contractor induction program.

### 2.1 University of Melbourne Health and Safety Policy

The University has a commitment to providing a safe and healthy work environment. Contractors should be briefed on the [Occupation Health and Safety Policy](#), and shown where it can be viewed.

### 2.2 Smoke-free environment

The University enjoys a smoke-free environment. Contractors should be briefed on the requirements of the [Smoke-Free and Tobacco-Free Campus Policy](#). This includes smoking is prohibited:

- in University vehicles
- in University-controlled buildings
- on University-controlled property,

### 2.3 Equal opportunity, including bullying and occupational violence

Contractors should be briefed on the requirements of the procedure [Equal Opportunity Policy](#), which includes behavioural expectations and response procedures regarding discrimination, sexual harassment, and workplace bullying and occupational violence.

### 2.4 Access arrangements

Arrangements should be made so that contractors can access the area(s) where they are required to carry out work. These arrangements should include ensuring that contractors are aware of particular access requirements in an area. For example: signing in; reporting to personnel.

### 2.5 Traffic management

Contractors should be aware of University traffic management requirements for the campus where they will be engaged. This will include speed limits and parking arrangements.

## 2.6 Risk assessments and standard operating procedures (SOP)

Contractors are required to provide risk assessments, SOPs and other documentation such as task risk assessments for work activities, before commencing work. These risk assessments and procedures can be on contractor forms/documentation, provided they meet the requirements of relevant University health and safety procedures.

Contractors requiring more information on the University of Melbourne risk assessment methodology can be directed to the [Risk Management](#) web page.

## 2.7 Briefing on other relevant health and safety procedures

Contractors should be briefed on all relevant University health and safety procedures prior to commencing work. Examples include, but are not limited to:

- contractors bringing portable electrical equipment on site should be briefed on the [Electrical inspection and testing requirements](#) and all equipment should conform to the requirements of the procedure;
- contractors carrying out permit-to-work activities, such as confined spaces or hot work, should be briefed on the relevant procedure, eg [Confined spaces risk management requirements](#), [Hot work risk management requirements](#) or other;
- contractors working on plant, equipment or installations that have an energy source should be briefed on the procedure [Isolation, lock out and tag out requirements](#).

## 2.8 Emergency procedures

In the event of an emergency, contractors should be able to access University emergency resources for assistance. Therefore contractors should be aware of:

- the first aid resources available (eg location of first aid kit, first aider);
- emergency response arrangements, such as evacuation and assembly points;
- how to raise the alarm in the event of an emergency.

Depending on the risk level of the work undertaken, some contractors will require their own, additional, specialist emergency procedures. For example, contractors engaged in hot work or chemical delivery or use.

## 2.9 Incident notification

Contractors should be briefed on the requirements of the procedure [Health and safety incident, injury, hazard reporting and investigation requirements](#). Contractors should be allocated a suitable University of Melbourne contact for the purpose of reporting an incident.

## 2.10 Training

Contractors should be briefed on the requirement to ensure that their staff and sub-contractors are sufficiently trained and competent.

Proof of training/competency may be required before contractors commence work.

## 2.11 Supervision

Contractors should be briefed on the supervisory requirements for the activity they will undertake. In some cases, this will mean a University supervisor is allocated. In others, the contractor will be required to provide the supervisory arrangements.

## 2.12 Returning equipment to service

Where the contractor will be providing repairs to equipment, and will subsequently be returning it to service, the contractor must verify that the equipment is safe to use prior to recommissioning. For details, refer to [Unsafe plant and equipment - Health and safety requirements](#).

## 3. REFERENCES

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[Contractor \(service provider\) management - Health and safety requirements](#)