

1. INTRODUCTION

Before service providers/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 service providers/contractors receive the required information.

This guidance supports the [Health & Safety: Service provider/contractor requirements](#) and provides information that can be included in a service provider/contractor induction.

2. INDUCTION INFORMATION

The following represents the information that can be included in a service provider/contractor induction.

2.1 University of Melbourne Health and Safety Policy

The University has a commitment to providing a safe and healthy work environment. Service providers/contractors should be briefed on the [Health and Safety Policy \(MPF1205\)](#), and shown where it can be viewed.

2.2 Smoke-free environment

The University enjoys a smoke-free environment. Service providers/contractors should be briefed on the requirements of the [Smoke-Free and Tobacco-Free Campuses Policy \(MPF1260\)](#). This includes smoking is prohibited:

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

2.3 Appropriate workplace behaviours

Service providers/contractors should be briefed on the requirements of the procedure [Appropriate Workplace Behaviour Policy \(MPF1328\)](#), which includes behavioural expectations and response procedures regarding appropriate workplace behaviours.

2.4 Access arrangements

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

2.5 Traffic management

Service providers/contractors should be aware of University traffic management requirements for the campus where they will be engaged. This will include access restrictions, speed limits and parking arrangements.

2.6 Risk assessments and procedures

For services assessed with a medium or greater risk the service provider/contractor is required to provide risk assessments, standard operating procedures, safe work method statements or other risk assessment documentation before commencing work. These risk assessments and procedures can be on service provider/contractor forms/documentation, provided they meet the requirements of relevant University health and safety procedures.

2.7 Briefing on other relevant health and safety requirements

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

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

2.8 Emergency requirements

In the event of an emergency, service providers/contractors should be able to access University emergency resources for assistance. Therefore service providers/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 service providers/contractors will require their own, additional, specialist emergency procedures.

2.9 Incident notification

Service providers/contractors should be briefed on the requirements [Health & Safety: Incident, injury, hazard reporting and investigation requirements](#). Service providers/contractors should be allocated a suitable University of Melbourne contact for the purpose of reporting an incident.

2.10 Training

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

Proof of training/competency is often established during the selection of the service provider/contractor and is included in the service agreement or other contractual arrangements.

2.11 Supervision

Service providers/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 service provider/contractor will be required to provide the supervisory arrangements.

2.12 Returning equipment to service

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

3. REFERENCES

[Health and Safety Policy \(MPF1205\)](#)

[Smoke-Free and Tobacco-Free Campuses Policy \(MPF1260\)](#)

[Appropriate Workplace Behaviour Policy \(MPF1328\)](#)

[Health & Safety: Service provider/contractor requirements](#)

[Health & Safety: Electrical inspection and testing requirements](#)

[Health & Safety: Confined spaces requirements](#)

[Health & Safety: Hot work requirements](#)

[Health & Safety: Isolation, lock out and tag out requirements](#)

[Health & Safety: Incident, injury, hazard reporting and investigation requirements](#)

[Health & Safety: Unsafe plant and equipment requirements](#)