

# UTS:

## Contractor Safety Rules and Working Conditions

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The following safety rules and working conditions apply to all contractors and sub-contractors working on UTS sites.

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### Emergencies and Accident Reporting

- In an **emergency** contact UTS Security by dialing '6' on any internal phone or 1800 249 559 (free call).
  - All **hazardous situations, accidents, incidents, near misses or damage to UTS property** must be reported to the nearest UTS Security Office internal **ext. 1192** or external line **9514 1192**.
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### Safety Rules and Work Practices

- **Safe Work Procedures** must be documented and used for all high-risk work
  - **Personal protective equipment** must be used as described in Safe Work Procedures.
  - **Work on or near live electrical circuits** or live distribution boards is prohibited. Circuit breaker lock out devices and approved circuit breaker tagging systems must be used.
  - **All cables must be labelled** so that circuits can be identified.
  - **Dangerous goods and other chemicals** must be correctly stored, labelled in accordance with statutory requirements and used in a safe manner. Material Safety Data Sheets (MSDSs) must be accessible for all dangerous goods and hazardous substances.
  - **Materials and equipment** must be stored safely.
  - **No 'Hot Work' such as welding, brazing, grinding etc** without the prior written approval of the nominated UTS Project Manager and issuing of Hot Work Permit.
  - **Dust and fumes** must be contained within the work area.
  - **Noise** that could interfere with teaching must be avoided.
  - **Structure-borne noise** requires prior written approval from the nominated UTS Project Manager.
  - **Signs and barriers** must be used to secure each work area.
  - **Emergency exit paths** must be maintained free of all obstructions.
  - **Pedestrian access** must not be impeded without prior written approval of the nominated UTS Project Manager.
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### Fire Systems

- To **isolate fire protection systems** contact the nominated UTS Project Manager.
  - The cost of all false alarms shall be borne by the Contractor.
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## Waste and Spills

- **Hazardous Waste** treatment and disposal must comply with legislative requirements and relevant Australian Standards
  - **Work generated rubbish** must be removed promptly and disposed of in accordance with legislative requirements.
  - **Spilt liquids** must be cleaned up immediately. For any hazardous substances or dangerous goods, the resultant waste must be handled with additional care and in accordance with legislative requirements.
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## Site Rules

- **No smoking** is permitted in any UTS building.
  - **No alcohol** is permitted on any construction site.
  - **No illegal drugs or medication that impairs function** is permitted on any construction site.
  - **No form of harassment** will be tolerated.
  - **No radios or music players** are to be used on any construction site.
  - **UTS toilets and food and beverage outlets** may be used.
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## Access

- **Access to UTS sites** must be arranged through the nominated UTS Project Manager.
  - **Loading docks** are available. Refer to the nominated UTS Project Manager for locations.
  - **Parking is limited.** Refer to the nominated UTS Project Manager for special arrangements.
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## Insurance

- **Insurance cover** as prescribed by the nominated UTS Project Manager must be provided to and approved by the nominated UTS Project Manager prior to commencing work.
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## OHS Induction Training

- **A General Induction Card** (also known as White Card or Green Card), showing that General OHS Induction Training and Work Activity OHS Induction Training has been completed, must be carried at all times by all contractors and sub-contractors involved in construction and building maintenance work at UTS. This must be produced if requested by the Project Manager or Security staff or contractors.
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