

**Policy Title: Contractor's Policy**

**Policy Owner: Manager, Buildings and Services**

**Keywords: Contractors, Sub-Contractors**

**Policy Code: PL115 [fs032]**

---

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

---

## 1. INTENT

The University is committed to providing a safe and healthy working environment for all persons on University campuses. The University strives to ensure that all activities and infrastructure on University grounds are fully compliant with relevant laws, statutes and standards. This policy targets all contractors, sub-contractors and their employees who are engaged in work associated with the University's building structure, building fabric and building services.

The purpose of this policy is to:

- 1.1 Ensure contractors are aware of University policies, procedures, their responsibilities and legal obligations when engaged on works at Edith Cowan University (ECU) campuses:
- 1.2 Minimise the University's exposure to risk for any activity involving construction, demolition, alteration, or maintenance of University buildings, plant, equipment, grounds or services infrastructure; and
- 1.3 Ensure a safe and healthy working environment.

## 2. ORGANISATIONAL SCOPE

ECU Contractors

***Disclaimer:***

*The University has prepared this document in order to assist contractors and their staff to work safely at the University and abide by the University's requirements relating to people, property and the environment.*

*Every effort has been made to communicate and explain to contractors and their employees the University's rules, regulations and legal obligations when working at the University. It is however, the responsibility of contractors and their employees to understand apply and observe relevant legislation at all times.*

---

### 3. DEFINITIONS

TERM	DEFINITION
Australian Standard	The Australian Standard published by the Standards Association of Australia.
Building Code	The current Building Code of Australia, including amendments.
Contract	Agreed requirements between a supplier and the University transmitted by any means.
Contractor	The person, partnership or corporation bound to execute the work under the contract, who shall be responsible for the performance and management of the works to ensure that the works are carried out according to the contract with the University.
CSO	The Campus Services Office, which is a Business Unit within the Facilities and Services Centre of Edith Cowan University.
ECU	Edith Cowan University.
ECU Campus Access Induction	The University record of Contractors who have satisfactorily completed the University induction process.
Emergency	With respect to a person, if the situation is not rectified immediately, the hazard may cause serious harm to the health of a person. Emergency regarding a building or the infrastructure arises where a situation may cause injury or harm to a person, cause significant damage to the building, or impact on the business of the University.
Employee	A person under a contract of employment; or an apprentice or industrial trainee.
Employer	The person employing someone under a contract of employment; or the person employing an apprentice/industrial trainee under an apprenticeship/ industrial training agreement.
Hazard	Anything that may result in injury or harm to the health of a person.
Principal	The Principal for the purpose of this policy is Edith Cowan University.
Responsible Officer	Any person appointed and authorised by a School or Centre within the University to engage, manage and instruct the services of a contractor on behalf of the University. (A list of Responsible Officers' names can be obtained from the University's Facilities and Services Centre, Campus Service business unit).
Scope of Works	All the work referred to in the contract agreement, including all variations specified and all minor terms of work needed to complete the works properly.
Security	ECU Security and Traffic Services operations and staff.
Sub-Contractor	The person, partnership or corporation bound by the contractor to execute work under the contract.
University	Edith Cowan University, unless stipulated otherwise.

TERM	DEFINITION
Workplace/Work Area	A place where employees work or are likely to be in the course of their work and which is recognised by the University as an accredited area that forms part of its facilities.
Works	The whole of the work, including variations, to be executed and handed over to the University according to the contract.

#### 4. POLICY CONTENT

- 4.1 Any works involving building construction, demolition or alterations and maintenance to existing University buildings, grounds or services infrastructure shall be authorised and managed by the University's Facilities and Services Centre. This management will be through a nominated Responsible Officer.
- 4.2 For any other work requested by a School or Centre, which requires the services of a contractor, the School or Centre must nominate a Responsible Officer who must ensure compliance with the requirements of this policy and all associated procedures.
- 4.3 Responsible Officers and contractors, sub-contractors and employees are required to read and accept the requirements of this policy and supporting procedures before any contract is agreed.
- 4.4 Responsible Officers must instruct the contractors engaged to follow all University requirements, as well as the requirements of this policy, and monitor compliance.
- 4.5 All contractors, sub-contractors and their employees must satisfactorily complete the University's Campus Access Induction or an induction program approved by the University prior to undertaking works at the University. The University's Campus Access Induction process can be accessed from <http://www.ecu.edu.au/fas/contractors/> and is valid for authorised works for a maximum period of 12 months. The induction must be repeated, should works be required after the expiry of this validity.
- 4.6 It is the contractor's responsibility to ensure that their employees and any sub-contractors engaged by them to undertake work on University projects comply with current legislative requirements and University requirements.
- 4.7 Contractors are responsible for inducting and informing their sub-contractors and employees of University requirements.
- 4.8 Contractors must provide all relevant and associated documentation prior to commencement of works as outlined in the Campus Access induction.
- 4.9 All contractors and their staff with the exception of maintenance subcontractors must, other than in the event of an emergency, report, during University working hours to the CSO on campus and out of hours to Security on campus prior to commencing work.
- 4.10 All maintenance sub-contractors and their staff must other than in the event of an emergency, report during University working hours to the nominated head

maintenance contractor on campus and out of hours to Security on campus prior to commencing work. In the event of an emergency, the contractor will often be required to attend the emergency before reporting to CSO, nominated head maintenance or Security. The Responsible Officer requesting the services of the contractor in an emergency is required to notify CSO, the head maintenance contractor or Security that the sign-in process is being by-passed. Once the emergency has been stabilised, the contractor will report to CSO, the head maintenance contractor or Security to undertake the sign-in procedure and then attend to any recovery/rectification work that might be required.

- 4.11 The contractor shall comply with all requirements of the Occupational Safety and Health Act 1984 (and associated 2005 Reforms to the Act), the Occupational Safety and Health Regulations 1996, Australian Standards, Building Codes of Australia and all other codes of practice or legislation applicable to Western Australia.
- 4.12 Contractors must notify the University whether they have been in receipt of an Improvement Notice or Prohibition Notice, been prosecuted, are in the process of being prosecuted, have incurred any fatalities or been reported to WorkSafe WA.
- 4.13 For all contract works, the contractor must supply and obtain approval of their insurances in accordance with the responsibilities outlined in the Campus Access Induction and as detailed in the General Conditions of Contract for the Supply of Goods and/or Services <http://www.fbsc.ecu.edu.au/sp/html/tenders.cfm> prior to the commencement of any work.
- 4.14 University staff shall not direct nor shall the contractor take direction on how to undertake work tasks, training, or supervision in the activities for which the contractor has been engaged.
- 4.15 Any contractor, sub-contractor or their employee who fails to comply at any time with this policy, may constitute a breach of contract and any unauthorised person may be ejected from an ECU worksite.
- 4.16 The contents of this policy cannot override State or Federal legislative requirements.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

**Manager, Buildings and Services**

The Policy Owner has overall responsibility for the content of this policy and its operation in ECU.

**Campus Support Officer / Responsible Officer**

The person in this role shall act as a formal point of reference within the University for any operational or technical questions or issues. Staff requiring advice or guidance on any issues shall direct their enquiries to this person.

**Contractors**

Contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

## 6. RELATED DOCUMENTS:

6.1 Documents which are relevant to the operation of this policy are as follows:

- [ECU Campus Access Induction](#)
- [Facility Emergency Evacuation Policy \(fs027\)](#)
- [First Aid Policy \(hr115\)](#)
- [Occupational Safety and Health Act 1984](#)
- [Occupational Safety and Health Regulations 1996](#)
- [Work Health and Safety Policy \(hr081\)](#)

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Manager, Buildings and Services Campus Support Office
All Enquiries Contact:	<u>Joondalup</u> Telephone: (61 8) 6304 5444 Email: cso.jo@ecu.edu.au
	<u>Mount Lawley</u> Telephone: (61 8) 9370 6444 Email: cso.ml@ecu.edu.au
	<u>South West</u> Telephone: (61 8) 9780 7716 Email: cso.bunbury@ecu.edu.au
	Security: 6304 3333 FSC Service Desk: 6304 5554

## 8. APPROVAL HISTORY

Policy Approved by:	Chief Financial Officer Vice-Chancellor (April 2009)
Date Policy First Approved:	June 1996
Date last modified:	24 March 2015
Revision History:	February 2006 December 2008 March 2009 24 March 2015 – Reviewed and Updated June 2018
Next Revision Due:	June 2021
TRIM File Reference	SUB/12666