



Construction & Maintenance Contractors

EHS Manual Version 9.1

Disclaimer

The University of Technology Sydney's Facilities Management Operations (FMO), has prepared this manual in order to assist contractor's, their employees and sub-contractors to work safely on UTS premises and abide by UTS requirements relating to staff, students and the general public as well as UTS property and the environment.

The aim of this manual is to inform ALL construction contractors of the University's site-specific rules and the safety obligations that are required of contractor's, their employees and sub-contractors when working at UTS.

All contractors and their sub-contractors are required to follow the University's safety requirements and meet all relevant WHS legislative requirements, relevant Australian Standards and Codes of Practice. This by no means implies that the contractor is released or absolved from fully complying with all its statutory obligations or common law requirements by virtue of UTS having provided this manual to the contractor. This manual should be read as a guide only and not legal advice and the contractor should satisfy itself that it is meeting all such requirements.

This manual contains information current at **September 2019**. Changes in legislation and standards after this date may impact upon the accuracy or currency of the information. The University takes all due care to ensure that the information contained here is accurate, but readers are responsible for verifying information that pertains to them.

Further information about statutory requirements can be obtained from the [SafeWork NSW](#) and the [Department of Environment, Climate Change and Water](#).

Version	Date of Issue	Amendment
7	14.08.2017	Re-brand. Removed all reference of Kuring-Gai campus. Added details on high voltage and switchgear equipment. Added more parking and delivery requirements. Updated campus maps.
8	01.12.2017	Update sections 1.4, 4.5 & 1.6. Rapid global and induction procedure and science and TSG room induction now on this system.
9	27.09.2019	Updates 1.4 & 1.7 Rapid Global & inductions. 3.1 & 3.3 New fire isolation & impairment procedures and updated permits. 4.1 Hazardous areas. 6 Campus phone numbers. 7 Maps.
9.1	07.07.2020	Updated hyperlinks in sections 1.4, 1.4.1 & 3.4. Format changes to justify.

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1 Introduction

The University of Technology Sydney (UTS) city campus is made up of five building clusters called precincts, as well as various other administrative and student accommodation buildings with satellite facilities. The university has substantially implemented its City Campus, adding new buildings. You can visit [Campus Maps](#) for details and locations.

Facilities Management – Operations (FMO) focuses on day to day service delivery as well as the Campus Works program.

Capital work projects have appointed principal contractors and an FMO/PMO/ITD appointed project manager, the office responsible will be nominated as UTS's agent or representative for the contract administration of a project, and to monitor the safety and environmental management of work sites.

UTS also has a number of trade panel service and maintenance contractors that report to the Building Services and Central Services and they report to the facilities Manager who is the UTS agent for managing these contractors.

UTS is committed to providing a safe and healthy working environment for all employees, students, visitors, members of the public and all contractors. It is a UTS requirement that all activities on University premises are carried out safely and in full compliance with relevant laws and standards.

Unsafe work practices can result in serious injury, death and/or damage to property or the environment. They can also result in criminal charges and large financial penalties for employers and contractors alike.

As a result it is a UTS requirement that knowledge of the Construction Contractor EHS Manual is a condition of contractor's and sub-contractor's entry to all UTS precincts. In addition, all construction contractors and sub-contractors will be invited to register with the new online contractor management system. This system has been developed with Rapid Global and includes online inductions that must be completed before starting any construction works, installation or maintenance works at UTS. See *Section 1.4 UTS Contractor Induction*.

1.1 Contractor Responsibilities

Every contractor working on UTS premises is obliged to take reasonable care to:

- Comply with WHS Legislation and all relevant Codes of Practice;
- Ensure their own health and safety;
- Avoid risking the health and safety of any other person;
- Provide a safe workplace and safe systems of work to ensure contractors, students, staff and visitors are not exposed to any hazards;
- Provide their workers with information, training and supervision to enable them to work in a safe manner;
- Provide plant, equipment, tools and instruments which are suitable and safe for use at work;
- Practice good site housekeeping to minimise risk of accidents or environmental harm;
- Provide adequate PPE for the task and ensure that it is worn and used correctly;
- Immediately take effective action to eliminate any safety or environmental hazard that they become aware of; and if unable to eliminate, put in place suitable controls that must be monitored for effectiveness;
- Report any EHS hazards/incidents that occur outside their site boundary to the Project Manager immediately and other incidents as per the contract.
- Provide Safe Work Method Statements (SWMS) for all high risk works or works outside a controlled site that may have impact on UTS staff, students or visitors.
- Comply, so far as reasonably practicable, with any reasonable instruction given by UTS.

1.2 Safety and Environmental Breaches

UTS treat instances of safety and environmental breaches very seriously. Should any UTS staff member observe any contractor, or sub-contractor, acting in an unsafe manner the UTS Project Manager will be advised, the incident recorded and the contractor notified and instructed to take immediate corrective action. The Project Manager will escalate the following to senior management;

- If repeat safety or environmental breaches by the contractor are observed; or
- If UTS considers that the contractor is generally undertaking any part of the project in an unsafe manner; or
- If the contractor disregards any instruction to take prompt action to cease any unsafe work practices or fails to eliminate any safety or environmental hazard;

1.3 UTS Site Rules

Contractors are expected to conduct themselves in a professional manner at all time.

The following behaviour is NOT PERMITTED on UTS sites:

UTS is a smoke-free environment except for within [designated smoking areas](#)

- Working whilst under the influence of alcohol or drugs;
- Possession of offensive weapons;
- Lighting fires;
- Harassment, discrimination and bullying;
- Indecent or obscene behaviour;
- Horseplay or skylarking;
- Wilfully causing damage to UTS property;
- Playing loud/disruptive music;
- Bringing animals onto UTS property (unless guide/service animals);
- Interfering with or otherwise accessing university equipment that is not part of the contract.
- Accessing a restricted-access area without permission.

1.4 UTS Contractor Inductions and Contractor Management System

UTS uses Rapid Global online contractor management system and requires all contractors to complete the contractor registration process when invited by a UTS representative. Upon completing the registration process, you will activate a 'My Rapid' account, which will enable you to manage your inductees and company details/insurances etc. It is the responsibility of the contractor to ensure that their employees and sub-contractors undertake the UTS inductions in the 'My Rapid' portal before undertaking any construction, installation or maintenance work at UTS.

Contractors can download the free Rapid Induct App to their mobiles and upload licences, photos and white card as well as viewing outstanding inductions and completing courses online.

<https://www.rapidglobal.com/support/rapid-global-admin-tools-app/>

All Contractor and sub-contractors personnel must report to the Security Office prior to commencing work on Site to retrieve access cards/keys. They will have to show evidence of completion of General OH&S Induction Training and Work Activity OH&S Induction Training (i.e. "White Card") and security will be able to look them up on the Rapid Global system to ensure that the correct inductions have been undertaken.

If contractors have been provided with UTS keys/cards, these MUST be returned to Security at the end of each workday. Keys should be kept in secure location and not left unattended.

We also have trade panel contractors that are regulars working at UTS, these contractors have their own access cards, if the company is suspended or the individual induction has expired these cards will be suspended until the required training or insurances have been completed.

1.4.1 SafeWork NSW Construction Induction

A [SafeWork NSW General Induction for Construction Work in NSW \(White card\)](#) or a recognised alternative from another state showing that General OHS Induction Training and Work Activity OHS Induction Training has been completed, must be carried by all Contractors and Sub-Contractors involved in construction and building maintenance work at UTS.

Certificates of Competency

All Contractors and their staff must have relevant Certificates of Competency and/or licences for the equipment being operated or tasks being performed, as required by SafeWork NSW. The certificates or licences must be kept on site by the contractor for presentation if required by a UTS staff member, they can also be uploaded to the Rapid Global system before inductions are completed.

1.4.2 Online inductions

1.4.2.1 Science Induction

The science buildings have a number of hazardous environments within them, which requires an additional induction for contractors when working in the science areas. This induction can be found on the 'My Rapid' portal.

1.4.2.2 Tech lab Induction

The Tech lab located in Botany have a number of hazardous environments, which requires an additional induction for contractors when working at the Tech Lab. This induction can be found on the "My Rapid" portal.

1.4.2.3 TSG Room Induction

A TSG Room is a telecommunications facility equipped to provide all IT, AV, Security and Building Management infrastructure and equipment to the university. Due to the nature of these rooms there is an additional induction that must be undertaken by contractors to gain access to these rooms this can be found on the 'My Rapid' portal.

1.4.3 Other Inductions

As well as the above online inductions, there are a number of labs/workshops with hazardous environments in FEIT, Science and DAB and they also have face to face inductions undertaken by the lab managers. This will be arranged with the facilities manager or project manager prior to commencement of work. These inductions might lead you to review and update your high risks SWMS with particular hazards that you were not aware of.

1.5 Parking and Deliveries

City Campus – Parking for contractors is not available at the City Campus. There is a commercially operated car park on UTS premises located at CB10 with an entry on Thomas Street.

Botany Campus – Parking for contractors is available.

Deliveries CB01 & all other building except the below

- Contractors may apply for vehicle access to loading docks/bays via Project Managers or call Security on 1169 if they have prior approval.
- Notify UTS Central Services on 9514 1012 for the delivery and pick-up of plant, tools and materials.
- Loading Dock Height Restrictions:
 - CB01 – 3.4m
 - CB06 – 3.2m

- CB08 – 3.4m

Deliveries CB10 & CB11

- Loading dock opening hours: Monday – Friday 6am – 7pm
 - Alternative times – by request – must be pre-approved by UTS Commercial
 - Loading Dock Height Restrictions: 3.1 metres – loading dock height max
 - Time limit in loading dock is 20 minutes – deliveries must be kept to this time due to the limited number of service spaces.
- Contractor's Access
 - Any Contractor requiring loading dock access for longer than 20 minutes should request permission for extended stay prior to entering to avoid being charged.
 - Please email Property Manager - Catherine McHugh: catherine.mchugh@uts.edu.au or Anthony Caccaviello anthony.caccaviello@uts.edu.au
 - UTS security will not usually provide contractors vehicle access out of hours unless pre approval has been given from UTS Commercial.

2 Emergency and Security Procedures

2.1 Emergency Procedures

In an emergency:

- **Dial 6** from any internal phone, or
- **Dial 1800 249 559** from mobile phones.

All hazardous situations, accidents, incidents or damage to UTS property must be reported to the nearest UTS security office on **1192** on any internal phone, or **9514 1192** on an external line.

University Security Services

University Security Services patrol the Campus 7 days a week, 24 hours a day, all year round. They should be contacted to report any security problems, e.g. fire, damage or theft.

Security Office: 1192 (City Campus)

In the case of a fire

- The smoke detectors will activate the Evacuation System, and
- The Fire Brigade is called automatically.

The Evacuation System alarm consists of two tones:

1. Standby tone – a BEEP...BEEP...BEEP... sound (prepare to evacuate)
 2. Evacuate tone – a WHOOP...WHOOP...WHOOP... sound accompanied by a voice message advising evacuation of the building.
- Contractors are responsible for accounting for all their employees and sub-contractors and ensure they exit the building safely.
 - Do not return to the building until the 'all clear' is given. This would normally be advised by the Security Officer on duty on the advice of the emergency services.

Muster Areas

Muster/assembly areas will be pointed out by the UTS Project Manager prior to work commencing on site at UTS. Contractors are responsible for advising their employees and sub-contractors of the locations of muster areas, and for ensuring that head-counts are undertaken at these areas in an emergency situation.

For large construction projects the principal contractor will nominate a suitable muster/assembly area where contractors and site visitors can congregate.

2.2 First Aid and Hazard/Incident Reporting

Contractors are responsible for the first aid needs of their sub-contractors and employees, see Code of Practice First Aid in the Workplace. However all UTS Security Officers are trained in first aid and there is a Medical Centre located at:

- Broadway: Building 1, Level 6 in Student Services

Should emergency treatment be needed, an ambulance should be called (dial 000).

Security should also be notified to assist in directing ambulances (emergency phone 6, also internal phone can call 1192 (City Campus)).

Hazard, Accident & Incident Reporting

AT UTS, the hazard, accident and incident reporting process is facilitated using the HIRO (Hazard and Incident Reporting Online) system. This system only applies to contractors if any accident/incident/hazard falls outside of their site. If this occurs notify the UTS Project Manager to report using HIRO.

The Contractor shall notify the UTS Project Manager immediately of the following hazards/accidents/incidents and a written report must be submitted to the UTS Project Manager within 24hrs:

- Accidents involving death or personal injury;
- Accidents involving loss of time;
- All incidents, including those with potential to harm, health, safety or environmental or (near misses)
- Any EHS incidents/accidents/hazards that occur outside the contractor's site, but as a direct result of the contractor's activities.

2.3 UTS Security

Identification

The Contractor Identification Card supplied by Security must always be kept on the person on the campus. Contractors shall show Company logo on uniforms worn on University grounds.

Site Security

Toolboxes and equipment sheds shall be locked while not in use. Gas equipment must be turned off and keys removed from machinery while not in use. Site hoarding, fencing, barricades kept secure.

3 Safe Working Requirements

3.1 Fire System Isolations and Impairments

Fire system isolations and impairments affect the ability to detect and respond to fires, it is essential that appropriate protection measures are in place to mitigate risks associated with isolation and impairments. UTS has a Fire System Isolation & Impairment procedure and associated permits located on Rapid Global and can also be obtained from the PM or FM.

Many areas of the University are covered by automatic fire detection and alarm systems linked to the Fire Brigade. If works involve dust, vibration, moisture, aerosol sprays, bright lights, flashes or fumes, contractors must ensure that fire alarms are temporarily isolated. This requires prior approval from the UTS Project Manager, who will liaise with Building Services, UTS Security Services and our insurers. The contractor will be responsible for all costs, involved with temporary isolation of fire alarms and must ensure that appropriate safety arrangements are in place for the duration of the isolation of any alarm.

Isolations can be arranged by completing a Permit to Work form and contacting the relevant facilities manager at the City Campus See *section 3.3 Permits to Work*.

3.2 Interruption of Services

Where a contractor's work involves a requirement to isolate building services (electricity, gas, telephone, communications, or water supply) to all or part of a building, a minimum 7 days' notice must be given to the UTS Project Manager. The UTS Project Manager will inform appropriate University staff. Should services be shut down accidentally the contractor shall immediately advise the Building Services Branch on 9514 7476 and the UTS Project Manager as well as security.

3.3 Permits

UTS have a permit to work system in place to help ensure that hazards and risks are managed safely. The procedures for the permits must be read and fully implemented before work is undertaken. The following works require a permit with sign off prior to starting works:

- Sprinkler Isolation
- Hot Works,
- Dusty Works
- Confined Space

Contractor shall contact the UTS Facilities Manager for permit sign-off.

3.3.1 Sprinkler Isolation Permit

All attempts must be made to avoid the isolation and impairment of the fire protection systems. They may only be isolated if an alternative means of conducting the required works is not achievable. Where this is unavoidable, if possible, only one fire protection system shall be impaired at any given time to ensure the property has some form of fire protection system in place.

All Fire Protection Impairments must be authorised, recorded and strictly controlled by Facilities Management. Contractors must complete Sprinkler Isolation Permit (WHS028) and submit to FM for approval.

3.3.2 Hot Work Permit

Hot Work Permit (WHS026) is required for any temporary operation involving open flames or producing heat and/or sparks as defined in the definitions section. This procedure provides contractors with the precautions to be taken prior to, during and after hot and/or dusty work activities. Ensuring that the work undertaken is done so, without risk to the health and safety of UTS staff, students and visitors and damage of UTS property. The procedure is intended to provide information for UTS Project Managers, Security Services, Building Services Branch and contractors.

3.3.3 Dusty Work Permit

Dusty Works Permit (WHS027) must be completed and submitted to FM, once approved contractor to fit suitable protective caps to smoke detectors and remove once works have been completed. This is required on daily basis if the permit is longer than one day unless otherwise agreed with the Facilities Manager.

If hot works and dusty works are being completed at the same time for the same duration only the Hot Works permit is required to be completed with additional information on dusty works and the placement of protective caps on detectors.

3.3.4 Confined Space Permit

All work must be completed in accordance with relevant legislative requirements, Codes of Practice and Australian Standards. UTS has a Confined Space Register (WHS021), Procedures (WHS022) and Permit (WHS023), these documents can be obtained from the Facilities Manager.

When working in enclosed areas, care should be taken to ventilate the area well. The Contractor must ensure that fume evacuation, airflow and exchanges of air are all maintained as necessary. Confined space gas detection equipment must be used to test the environment. See procedures for full details.

3.3.5 Cut & Core Permit

Coming soon. FM will let you know when this is required.

3.3.6 Working at Height Permit

Coming soon, FM will let you know when it is required.

3.4 Fall Prevention

All work must be assessed to identify whether there is the potential for someone or something to fall. This can include work on roofs, scaffolding, suspended ceilings, ladders and elevated work platforms as well as the potential to fall through penetrations or into holes. A risk assessment must be undertaken by the contractor and made available to the UTS Project Manager on request. All work must comply with Managing the Risk of Falls at Workplace. This must also include control measures for the prevention of falling objects.

Ladders

Portable ladders shall comply with the requirements of the Australian Standard AS/NZS 1892 and fixed ladders shall comply with the requirements of the Australian Standard AS1657 and must be regularly inspected and maintained. See the [SafeWork NSW](#) website for more information of safe use of ladders. No work shall be carried out off a portable ladder unless a risk assessment has been carried out.

Scaffolds & Platforms

All scaffolding and working platforms must conform to statutory and Australian Standard AS 1576, and be erected by an individual with an appropriate certificate of competency. They must be routinely monitored and documentation must be available for presentation to the Project Manager if requested.

3.5 Electrical Safety

All contractors undertaking electrical work MUST comply with relevant legislation and Codes of Practice:

- Work, Health and Safety Regulation;
- Managing Electrical Risks in the Workplace.

The following electrical safety practices shall be adhered to:

- Work on or near live electrical circuits or live distribution boards is prohibited;

- Electrical leads must be suspended clear of floors or under protective covers;
- Electrical leads must be removed from the power outlet when not in use;
- All leads and power tools must be tested and tagged by a competent person in accordance with statutory requirements;
- Leads passing through doorways must be protected;
- Piggyback leads and double adaptors are not permitted.
- High Voltage work must only be carried out by suitably qualified personnel. All High Voltage work requires prior approval of the Project Manager and/or the Facilities Manager.

3.6 Trenching and Excavation

All contractors undertaking excavation MUST comply with relevant legislation and Codes of Practice:

Work, Health and Safety Regulation;

- Excavation Work
- Construction Work

Contractors shall ensure:

- That service location is carried out prior to commencing any excavation work;
- [Dial before you dig](#);
- All trenches and excavations are adequately benched, battered or shored and safe access must be provided in all excavations;
- Appropriate barriers/fencing are erected around the excavation to avoid falls;
- That emergency procedures are in place to ensure the safety of workers;
- That excavations are examined prior to work and at regular intervals;
- That approval from the UTS Project Manager has been granted before commencing trenching or excavation;
- That mark up of drawings is updated and return the drawing with the changes made (particularly to services) to indicate the 'as built' details after completion;

For work at the UTS Blackfriars site, refer to the section on Contaminated Soils.

3.7 Housekeeping

The worksite and surrounding areas shall always be kept clean and hazard free. Waste must be removed progressively to an appropriate UTS provided bin/skip on site or with prior written agreement of the Project Manager to an appropriate Waste Management Facility. Under no circumstances are contractors to dump rubbish on the campus. The disposal and washing out of excess concrete from trucks is not permitted on site. Paint contractors shall not dispose of paints or clean painting equipment on University premises.

The worksite and surrounding area shall be kept clean and tidy and any safety, fire or environmental hazards removed promptly (e.g. oily rags, flammable materials and garbage). Ensure that other relevant precautions such as replacing lids and caps on containers, wiping up spills, removing or bending over nails or bolts and removing other dangerous protruding objects are progressively implemented.

Contractors should use toilet amenities stipulated by the UTS Project Manager and under no circumstances should construction waste and/or liquids be placed down toilets or sinks.

3.8 Site Hoarding, Fencing and Barricades

All construction and maintenance work shall to be isolated from staff, students and the public. The contractor shall ensure that the site is always secure and will take all possible actions to prevent entry by unauthorised persons.

Where a Principal Contractor has been appointed, they shall erect a construction notice, together with the name of the contractor, supervisor and 24hr contact number as well as any appropriate safety signage.

The contractor must supply and erect suitable and sufficient hoarding appropriate to the work to be undertaken, this will be agreed with the UTS Project Manager before works commence.

Pedestrian access must be diverted or in the case of emergency exit routes they must be maintained free of all obstructions, all to be agreed with the UTS Project Manager.

3.9 Personal Protective Equipment

Contractors must supply their employees with appropriate PPE, sun protection and ensure employees, subcontractors and visitors to the site use correctly as required by applicable legislation, Codes of Practice and the risk assessment undertaken for the work activities.

If contractors need to access a UTS restricted space which has specialist PPE requirements (e.g. lab coat, disposable gloves) not normally supplied by the contractor, the standard stock supply by UTS may be used. Contractors must take instruction from the local Laboratory Manager on PPE that is required to enter the space.

4 Hazardous Environments

4.1 Hazardous Areas

No entry into laboratories/workshops until facility specific induction has been provided. Before work proceeds in these laboratories and workshops, the Project Manager and Laboratory Manager will provide special safety induction on requirements for entry and work procedures. If a door has a Hazard information Poster, you must not enter without permission.

Image: UTS Hazard Information Poster

Hazard Information							UTS UNIVERSITY OF TECHNOLOGY SYDNEY
Facility name: <u>Test Lab</u>							
Room number: <u>CB.00.00.00</u>							
Faculty/Unit: <u>Test Facility</u>							
Safety hazards that may be encountered in this area							
BIOLOGICAL HAZARD	COMPRESSED GAS HAZARD	CORROSION RISK	ELECTRIC SHOCK RISK	IONISING RADIATION RISK	LASER BEAM HAZARD	REMAINDER OF MAGNETIC FIELDS	
RISK OF EXPLOSION							
Precautionary measures that may be required							
			YOU MUST BE SAFETY INDUCTED BEFORE ENTERING THIS FACILITY. CONTACT THE FACILITY SUPERVISOR BELOW.				
SMOKE FREE ZONE	NO FOOD OR DRINK	NO CHILDREN ALLOWED		EYE PROTECTION	CLOSED-IN FOOTWEAR MUST BE WORN		
						WORKPLACE INSPECTION LAST CONDUCTED:	
In case of an emergency or accident							
IN AN EMERGENCY DIAL EXT. 6 (24hrs)	EMERGENCY EYEWASH	EMERGENCY SHOWER	EMERGENCY SPILL KIT INSIDE				
	First Aid: <u>A Jones</u>	Room(s): <u>123</u>	Ext (s): <u>x1234</u>				
	Officer(s): <u>B Jones</u>	<u>123</u>	<u>x1234</u>				
Facility Supervisor							
Facility Supervisor: <u>B Smith</u>		Room: <u>321</u>	Ext: <u>x4321</u>				
For maintenance contact							
Building Services Officer: <u>C Murphy</u>		Ext: <u>x2345</u>	Fax: <u>X</u>				
Safety & Wellbeing							
Report hazards and accidents online at www.safetyandwellbeing.uts.edu.au							

Once you have been inducted or escorted into a hazardous laboratory/workshop, do not touch, move or disturb any equipment or substance in the space. If you need to touch or move an item, seek advice from the lab manager on how this can be done safely. Do not disconnect any services without discussing this with the lab manager. You must follow all behavioural instructions and personal protective equipment requirements for the space as briefed by the Lab Manager. If you cause or witness an incident, do not attempt to handle this, notify the Lab Manager immediately so that trained persons can respond.



Isolation of Fume Cupboards

Fume cupboard or chemical store ventilation can only be isolated by arrangement with the Building Services Branch (phone 9514 7477). Fume extraction fans must not be isolated before 'tagging out' all affected laboratory fume hoods to prevent their use. Contractors will personally confirm that laboratory staff are aware that they are about to start work on a fume hood system.

UTS CB10 High Voltage Substation & Switchgear



The high voltage substation & switchgear is located in Building 10. A contractor needing access to this area must abide by the appropriate legislation and hold the required licences as per AS/NZS 3000:2007 Wiring Rules.

Note that HV substation equipment is located in areas that also contain Low Voltage switchboards and contractors undertaking work in these areas shall do so in a manner that assesses the risk associated with working in proximity to HV equipment. Access is restricted in these areas and can only be arranged through the UTS Building Manager.

4.2 Hazardous Chemicals

The Contractor must submit all relevant Safety Data Sheets (SDS) to the UTS Project Manager/Facilities Manager for each hazardous substance that is to be brought onto University premises and maintain a copy at the work site. See Code of Practice Managing Risks of Hazardous Substances in the Workplace.

All hazardous materials brought onto University premises must be clearly labelled according to the SafeWork NSW Code of Practice for the Labelling of Workplace Hazardous Chemicals. Be sure to follow handling and storage instructions that appear on labels.

Chemicals must be contained in reliable, tightly sealed containers. Containers must be stored indoors on an impervious floor; bunding facility will be designed to ensure a storage capacity of 110% of the actual volume. Clean-up materials must be provided in case of spillage. Liquid spills can be mopped up by rags, sawdust, or commercially available absorbent products which are then disposed of through the chemical waste disposal route. [See section 5.2 Waste Management for disposal of hazardous waste.](#) Under no circumstances are food containers to be used for the storage of chemicals.

The University also has a range of hazardous substances and dangerous goods used and stored on the premises. Contractors should be aware of this and check with the Project Manager and relevant staff before entering certain areas to ensure that the workplace is safe or that appropriate EHS precautions have been taken.

4.3 Asbestos Containing Materials

Some of the University buildings are known or presumed to have asbestos containing material within them. UTS has a Hazardous Materials Register which is managed and updated by the Building Service Branch. The relevant sections must be obtained from the project manager or facilities manager before any works commence on site, reviewed by the contractor and required risk assessments and SWMS prepared by the contractor prior to work commencing on-site. The below is a link to the Asbestos Management Plan.

<https://www.uts.edu.au/about/safety-and-wellbeing/preventing-injury-and-illness/hazards/asbestos>

If any asbestos containing materials (ACM's) are accidentally disturbed or discovered, work must stop and the UTS Project Manager informed immediately for advice. The area must be evacuated and isolated until the status of the material is established by analysis.

Contractors removing ACM's should comply with all relevant WHS and environmental regulatory requirements and provide the UTS Project Manager with a copy of the relevant asbestos licence before any removal works on site commence.

All contractors undertaking excavation MUST comply with relevant legislation and Codes of Practice:

- Work, Health and Safety Regulation;
- How to Safely Remove Asbestos;
- How to Manage and Control Asbestos in the Workplace.

4.4 Contaminated Soils

Soil may be contaminated with oil, asbestos, cyanide, heavy metals, or other substances. The UTS Project Manager must be informed about any incidence of soil contamination that is discovered.

All Contractors working at the [Blackfriars Precinct](#) should follow the Site Management Plan for the Management of Soil Contamination at the UTS Blackfriars Site. Any soil to be removed from this site is to be handled by a licensed waste disposal contractor in accordance with the Site Management Plan. A copy of the Site Management Plan is available from Building Services Branch (BSB) phone BSB on 9514 7477.

5 Environmental Management

5.1 Environmental Protection

The *Protection of the Environment Operations (POEO) Act 1997*, and associated regulations, are the main legislation governing environmental pollution in NSW, although there are other relevant Acts and regulations and contractors are expected to familiarise themselves with the necessary legal requirements.

Strong penalties can be imposed under the POEO Act for environmental harm, or even for potential harm. Corporations can be fined up to \$5 million and individuals fined up to \$1 million and/or imprisoned for up to 7 years, for wilfully polluting the environment. Smaller incidents of environmental pollution or littering can also incur on-the-spot fines. You can incur a penalty even by accidentally polluting the environment. In these instances, *ignorance is no excuse*.

Officers from Local Councils and the Department of Environment, Climate Change and Water (DECCW) are authorised to issue infringement notices when pollution events occur.

NSW legislation determines that every individual has a 'duty of care' to the environment. This means that contractors, sub-contractors and their employees alike need to:

- take all reasonable steps to prevent pollution and protect the environment;
- show that everything that could have been done to prevent an incident from occurring has been done;
- ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident; and
- report any environmental incidents.

5.2 Waste Management

Contractors should identify ways to minimise waste produced by each job, which may include not over-ordering, using off-cuts and buying products with minimal packaging, or requiring suppliers to take back packaging.

UTS provides skip bins at the **City Campus** which are to be used for all general waste, unless an alternative arrangement is agreed in writing (which would only occur in exceptional circumstances). These skips are taken to a facility for off-site sorting of recyclables, with over 80% of all waste recycled. The following points should be noted:

Hazardous wastes (including asbestos, pathological, biological or clinical waste) - Contractors **MUST NOT** place anything into skips other than 'general solid waste – non-putrescibles' under NSW Waste Classification Guidelines, including hazardous waste (e.g. asbestos) and liquids or sludges. They must also never tip hazardous or liquid wastes down the sink, onto the ground, or into a stormwater drain. Contractors who ignore these requirements may be reported to the relevant authorities and/or refused future work at UTS.

Contractors are required to arrange for disposal of any hazardous or liquid wastes generated on-site by an appropriately licensed waste transportation organisation, and an appropriately licensed waste facility. Until their collection, they should be safely and securely stored in their original containers, and segregated in accordance with dangerous goods legislative requirements. NSW environmental legislation can impose stiff penalties on the generator of waste (i.e. the contractor) if they do not use appropriately licensed transporters and facilities. Any such materials must be contained in accordance with the requirements of dangerous goods legislation, SDS's, waste facility conditions and any relevant Codes of Practice. [Please refer also to Section 4 for more information on Hazardous Materials \(including Asbestos\).](#)

Polystyrene - should be separated for recycling at UTS - Contractors working at the **City Campus** contact Central Services on 9514 1012 to arrange collection and to be advised of the designated disposal points.

Minor quantities of recyclable containers - (e.g. plastic or aluminium containers) may be placed in the general waste bins around the campus (the bins located in staff kitchens have red lids). The recyclable component is separated off-site for recycling.

Food Waste – may be placed in the organic waste bins (with green lids) located in staff kitchens around campus.

5.3 Water Pollution

It is against the law to place any material (other than clean water) in a position where it is likely to leak, fall or be blown into any drain or gutter that is used to receive rainwater. Allowing this to occur can result in an on-the-spot fine or legal proceedings against a business or an individual. It doesn't matter whether the pollution was intentional or not.

The following controls are required of all contractors working at UTS:

- Erosion and sediment controls must be installed before work starts when it is possible that work on University grounds will cause erosion or sediment losses. Keep roads, pathways and gutters free of mud, soil, sand, litter and other debris. For specific information about the types of erosion and sediment controls that are appropriate in different situations, refer to the local council or the former Department of Land and Water Conservation's 'Urban Erosion and Sediment Control Field Guide' (1996) which is still available at the NSW Government Online Shop.
- Don't sweep, hose or tip any substances into drains or gutters.
- Keep a spill clean-up kit close by.

5.4 Air Pollution

Dust

Dust can cause health problems for workers and others on the campus. The contractor should ensure that adequate dust control is implemented to protect UTS staff, students, equipment and buildings.

Solvents

Many chemicals release polluting vapours when bottles are open.

- Always seal solvent containers with a tight lid.
- Use water-based or biodegradable strippers and cleaners wherever possible.

Refrigerant gases (HCFC's and CFCs)

Refrigerant gases strongly contribute to climate change and damage the ozone layer if allowed to escape into the atmosphere, and environmental legislation prohibits this. The following rules apply for any works where refrigerant gases may be encountered:

- All care must be taken to prevent refrigerant gases from being emitted, and they must be recovered during servicing or decommissioning.
- Gases must be collected in specially sealed cylinders by an appropriately licensed organisation.

5.5 Noise Pollution

The contractor shall take all practical precautions to minimise noise. As a general rule, noisy activities should be undertaken before 8:00am or after 9:00pm to be agreed with the UTS Project Manager and in accordance with any legislative requirements. There may be scheduled exams, which require absolute silent, in your work area – make sure to notify the UTS Project Manager in advance of noisy activities.

All construction equipment should be fitted with noise suppressors and regularly maintained. Noisy work and noisy truck movements should be scheduled to minimise annoyance. Radios and other loud outdoor music are not permitted on University grounds.

5.6 Protection of Bushland and Landscape Areas

Contractors are required to respect the campus ecology when on the grounds. Every effort must be made to avoid disturbing or removing any areas of vegetation. Where negligent work results in damage to these areas, the cost of rectifying damage will be recovered from the Contractor.

If any work is likely to disturb vegetation, including grassed areas, the Contractor must advise the UTS Project Manager in writing a **minimum** of **one week** prior to the intended commencement of the work.

5.7 Environmental Incidents or Hazards

In the event of an environmental incident or a hazard with potential to cause environmental harm, you must do the following:

- Take all measures that are safe to control or minimise any hazards WHERE SAFE TO DO SO. For example, any spills should be contained (if safe) by preventing further spills, containing the spills, blocking stormwater drain inlets and cleaning spills.
- Call Security, **by dialling 6 on any internal phone or 9514 1192/3 City Campus** as soon as you become aware of any accident that may cause environmental harm (e.g. a chemical spill or leak).
- Security and/or the UTS Project Manager/Facilities Manger will then report the incident through the online Hazard and Incident Reporting system (HIRO)

6 Important Phone Numbers

Security/First Aid	Number
City Campus	9514 1192/3
Moore Park	0490 441 322
Tech Lab - Botany	0490 441 886

Emergencies	Number
Internal Phones	Dial 6
From mobiles or external lines	1800 249 559
Police, Fire or Ambulance	000
SafeWork NSW	13 10 50

UTS	Number
FMO – Building Services	9514 7476/7
FMO – Central Services	9514 1012
PMO – Project Management Office	9514 9089
PMO/FMO – Manager, Construction Safety	9514 2899
Safety & Wellbeing	9514 1342
Commercial – Catherine McHugh	9514 2804

Hospitals	Number
Sydney Hospital	9382 7111
Royal Prince Alfred Hospital	9515 6111
St Vincent's Hospital	8382 1111
Royal North Shore Hospital	9926 7111

7 Campus Maps

City Campus



Moore Park



Botany

