



THE AUSTRALIAN NATIONAL UNIVERSITY

**Site Practices
Handbook
for
CONTRACTORS**

Facilities & Services
2007

Bruce Bailey

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Disclaimer

Facilities and Services Division of ANU has prepared this handbook in order to assist Contractors and their staff to work safely at the University and abide by the ANU's requirements relating to personnel, property and the environment.

Every effort has been made to explain the local site rules and legal obligations of Contractors and their employees working at the ANU. However responsibility to understand and observe relevant legislation remains with the Contractor at all times.

Further information regarding policy implications and legal requirements can be obtained from the Contract Supervisor or Workcover ACT.

All Website addresses were correct at time of print.

Introduction

Welcome to The Australian National University (ANU). The ANU presently occupies one main campus located in the suburb of Acton adjoining Lake Burley Griffin and Civic, Fenner Hall located on Northbourne Avenue, Mt Stromlo Observatory and various other smaller sites around the Canberra area, New South Wales & Northern Territory. These properties have approximately 150 major buildings that carry out a diverse range of activities from Student Accommodation, Research Schools, Laboratories, and Observatories to Teaching Facilities.

We have some 10,000 students annually enrolled at the University and the ANU employs some 3500 staff in a wide range of professions to provide the support services that are required to maintain our reputation as an innovative research and teaching university.

The ANU is committed to providing a safe and healthy working environment for its Staff, Students, Visitors and Contractors. We are committed to achieving full compliance with the relevant codes and laws for the activities and infrastructure in which the ANU is involved.

We value our environment and have introduced policies to protect our landscape, manage our waste and minimise the risk of damage to the environment in general. This occurs throughout all the complex activities that are required for the University to function. Through these policies we are striving to be a leader in the implementation of environmentally friendly outcomes.

Purpose of the Handbook

To meet our obligations in the areas stated in this document, this Handbook forms the basis of an 'Induction Training Program' for all Contractors working at the ANU.

Breaches of the Occupational Health and Safety Act, Environmental Protection Act and Equal Employment Opportunity legislation have become punishable by law and can involve serious financial penalties. It is the aim of this handbook to assist Contractors to understand the University's expectations in regard to relevant safety, health, environment and social issues. These issues are an important element of a Contractor's obligations and completion of this induction training is a condition of entry to this site for Contractor's staff.

The Contract Supervisor is the officer representing Facilities and Services or his/her nominated representative

Part 1. Your Safety and Site Rules

1.1 Your Basic Responsibilities

Everyone working at the ANU is obliged to take reasonable care to: -

- a) Ensure their own health and safety.
- b) Avoid risking the health and safety of any other person.
- c) Assist new personnel in recognising job hazards, and following necessary safety procedures.
- d) Ensure their work site is safe for themselves and others.
- e) Practice good site housekeeping to minimise risk of avoidable accidents.
- f) Immediately report any hazard that they identify and take corrective action if requested or directed to do so by the Contract Supervisor. If unable to safely correct a hazard, advise the Contract Supervisor immediately or the Help Desk on 6125 4000. A/H 6125 2249 (Security).

- g) It is the individual's responsibility to be conversant with the current Site Practices.

1.2 Safety Breaches

The ANU treats instances of safety negligence very seriously.

Should any Facilities and Services staff observe any Contractor, or their employees, acting in an unsafe manner, the Contractor will be required to take immediate action. The Contract Supervisor will be advised and the incident will be recorded.

Should repeat incidents be observed, the conditions of contract will be reviewed and the contract may be terminated.

Failure to wear personal protective clothing and equipment when it is necessary is an example of safety negligence. Another example is the incorrect use or handling of hazardous materials.

1.3 Working on Campus

1.3.1 Construction and Refurbishment Work

Before commencing any work on campus, Contractors are required to submit a Site Establishment Plan to the ANU for approval.

Issues such as site parking, vehicular access, materials handling, environmental protection, waste disposal and pollution control measures will be considered by the ANU when evaluating the plan.

Contractors must conduct regular site induction sessions for all sub-contractors to ensure that they are fully aware of ANU work and construction site practices.

A project sign approved by the ANU will identify all major construction sites. A sample of the standard sign format is available from the Contract Supervisor or Project Co-ordinator.

Project signs shall be erected before site establishment commences.

1.3.2 Remedial Work

The Contractor must have a work order number and contact details when arriving on site to carry out remedial work. The ANU contact person should be advised upon arrival and whenever leaving the site. If this contact is unavailable then the nominated Building Manager should then be contacted. A list of Building Managers is available from the Contract Supervisor.

1.3.3 Preventive Maintenance

For preventive maintenance work, the Contractor should contact the Contract Supervisor to confirm that the work can be carried out. The Building Manager should be then contacted and the work schedule approved.

Detailed operational guidelines are available from the Contract Supervisor.

1.3.4 Work in Premises

As the work will be carried out within and outside occupied premises, the Contractor shall ensure that the work is carried out with a minimum of inconvenience to the occupants of the premises. All installed equipment, furnishings, etc are to be protected against damage by dust, dirt, shock or other cause.

The Contractor shall not carry out work at any time in the building, without the full knowledge and approval of the Contract Supervisor. The Contractor shall liaise with the Contract Supervisor and obtain permission to proceed before any existing plant is shutdown.

Work to electrical, fire and mechanical services must be programmed and carried out so that normal operation of these services in the existing occupied premises is not affected or interrupted.

The Contractor should advise the relevant Building Manager that they are about to commence work in the building.

1.3.5 Identification

All the Contractor's staff and sub-contractors shall clearly display identification passes, as issued by Facilities and Services, at all times while on any University campus.

1.3.6 Authority to Give Instructions

The Contractor shall not accept instructions relative to their Contract other than those issued by the Contract Supervisor and under no circumstance by the users of the building.

Security and Safety instructions – The Contractor will obey any lawful instruction issued by an ANU Security Officer. This may include, for example, building evacuations, ceasing work immediately in a dangerous environment or moving a vehicle.

1.4 Fraud and Conflict.

The University has strict Guidelines for the management of Fraud risk. From time to time the University undertakes audits of contract arrangements, invoicing and provision of services provided by contractors.

The Universities policy is to refer any identified cases of fraud to the police for investigation.

The University also has a policy that provides protection to ‘whistle-blowers’.

[http://info.anu.edu.au/Policies/_VC/Policies/Protected Disclosures.asp](http://info.anu.edu.au/Policies/_VC/Policies/Protected_Disclosures.asp)

1.5 Vehicle Use & Parking

The ANU campus is subject to the ANU Parking & Traffic Statue & the ACT Motor Traffic Act.

The speed limit varies on all campuses; generally it is 40 km/hr, 20 km/hr, and 5 km/hr as signposted.

Where a Shared Zone exists, pedestrians and cyclists always have right of way.

Contractors must park in designated areas or they will be issued with a parking infringement notice. Both privately owned and company vehicles must display a valid parking permit when they are parked on University grounds. Permits must be clearly visible and displayed on the vehicle dashboard. Failure to display permits will result in the issuing of a parking infringement notice. Penalties are similar to those issued by the ACT Government.

Parking or driving across footpaths and grassed or landscaped areas is prohibited. If these areas need to be accessed then arrangements should be made through the Contract Supervisor. All repairs to damaged landscape will be charged to the Contractor.

Contractor parking permits and renewals may be obtained from the Parking Office via the Contract Supervisor.

The ANU Landscape Protection Policy is available from the Contract Supervisor.

1.6 Hazardous Areas

1.6.1 Laboratories

Contractors, or their employees, are not to enter any laboratories without the approval of the nominated Building Manager/Head Technical Officer. This person will provide all requirements necessary for safe access.

Contractors should note that the wearing of safety glasses is compulsory and the use of mobile phones is not permitted in all laboratory areas.

1.6.2 Fume Cupboards

Contractors shall personally confirm that laboratory staff is aware that they are about to start work on a fume exhaust system.

The unit on which the work is to be carried out should be tagged 'Under Repair – Do Not Operate' at the isolation switch located on the actual fume cupboard itself.

If access is required to the extraction fan motor, the Contractor should contact the Building Manager/Head Technical Officer before proceeding near the outlet of the fume exhaust systems.

1.6.3 High Voltage Substations

No substations should be accessed without approval of ACTEWAGL and/or the Contract Supervisor.

1.7 Safety Signs

Safety signs are located throughout the University campus to protect your health and safety.

Safety signs of different colours and shapes mean different things.

A red circle with a line through it means that this is something you **must not do**.



A yellow triangle warns you of a danger or risk to your health.



A blue circle tells you that you must wear some special safety equipment.



1.8 Barricades & Fencing

To ensure the safety of all persons on the work site, or passing by, Contractors must supply and erect any necessary barricades and fencing appropriate to the work they are doing.

Particular care must be taken to check and secure the barricades and fences whenever Contract staff leaves the work area. This may include providing temporary lighting on the site, if deemed necessary by the Contractor or by the Contract Supervisor.

1.9 Smoke Free Workplace

The ANU non-smoking policy prohibits smoking inside University buildings, within 10 meters of the building and University vehicles.

All ANU policies can be found on the World Wide Web at

http://info.anu.edu.au/Policies/_DHR/Procedures/Smoking_Procedures.asp



Example

1.10 Equal Employment Opportunity

The Contractor must comply with EEO obligations under the Commonwealth and ACT Equal Opportunity Legislation. The Contractor must also provide a copy of their Equal Opportunity Policy and provide a statement that they will comply with requirements of the ANU's Equal Opportunity Policy. The relevant

legislation and the ANU's policy statement may be accessed from the University web site

http://info.anu.edu.au/Policies/DSTU/Policies/Equal_Opportunity_Policy.asp

The Contractor must not enter into a subcontract arrangement with a subcontractor named by the Federal Director of Affirmative Action as an employer currently not complying with the Affirmative Action (Equal Opportunity for Women) Act 1986.

1.11 Personal Protective Equipment

Contractors shall supply their employees with all appropriate personal protective equipment and shall ensure that their employees use it correctly (eg. hard hats, safety glasses, footwear, clothing), as required by applicable legislation and codes of practice.

1.12 Dress Standard

Employees of the Contractor shall be neatly dressed at all times and be of a neat and tidy appearance. Minimum dress of shorts/trousers/skirt, shirt with company logo and suitable safety footwear must be worn at all times while working on/in Australian National

University premises. (Singlets, thongs or sandals are not acceptable).

Any employee of the Contractor not observing the dress and footwear standards will be asked to leave the site of works.

1.13 Fire Alarms

Many areas of the University are covered by automatic detection and alarm systems linked to the fire brigade and ANU Security. If works may involve the generation of dust, moisture, aerosol sprays, fumes or mechanical damage to detection equipment, Contractors shall ensure that fire alarms are temporarily isolated through the Contract Supervisor.

1.14 Working at Heights

All work over 1.8 m in height has to be undertaken in accordance with the ACT Lift and Scaffolding Act. This includes the use ladders and harnesses.

No domestic - type ladders are to be used on University work. Industrial ladders must comply with the Australian Standard AS1892 and must be regularly inspected and maintained.

1.15 Safe Working on Roofs

All access to roof areas has dedicated procedures that are available from the Contract Supervisor. Contractors should not access any roof area without approval of the Contract Supervisor and completion of the Risk Assessment form.

Available at

http://info.anu.edu.au/hr/OHS/Risk_Assessment/index.asp

1.16 Equipment, Plant & Tools

1.16.1 Electrical

Unless double insulated, all equipment and appliances that are plugged or direct wired are to be connected to an approved Earth Leakage Circuit Breaker.

Electrical leads must be supported clear of floors or under protective covers and connected to the nearest power outlet.

Electrical leads must be removed from the power outlet when not in use.

All leads and power tools must be tested and tagged in accordance with statutory requirements.

Leads passing through doorways must be protected.

Piggyback leads and double adaptors are not to be used.

Use of electrical tools/equipment must be carried out to the ANU Electrical Safety Policy requirements. This can be obtained from your Contract Supervisor or the ANU website http://info.anu.edu.au/Policies/_DHR/Procedures/Electrical_Safety.asp

1.16.2 Machine Guards

All hand tools, machinery or other equipment must be operated with effective guards.

1.16.3 Hand Tools

Picks, shovels, axes, crowbars, hammers, wrenches, files, screwdrivers, etc must be checked regularly. Where damage or defects are presents, the tool must not be used. Proper repair or replacement are the only alternatives.

Use an approved wrist-strap or lanyard to secure the tool if there is a risk of it falling and injuring people below.

1.16.4 Lasers

Only persons who have completed a recognised course may use lasers.

Lasers must be used with the following precautions:

- Up to Class 3A only to be used on construction sites.
- Positioned so as not to be at eye height of employees in the area.
- Warning signs to be erected.

1.16.5 Explosive Power Tools

All explosive charges for explosive powered tools must be kept in an approved locked box. All operators of explosive powered tools must be qualified as required by Statutory Authorities. A warning sign must be displayed at each place the tool is being used. Suitable eye protection must be worn when using the tools.

1.16.6 Mobile Mechanical Plant

All mobile equipment such as front-end loaders, dozers, backhoes, forklifts etc, must have the keys removed, blades and buckets lowered onto the ground and must be chocked/blocked when not in use.

All trucks/panel vans leaving the site with material or loose debris shall be loaded in a manner that will prevent dropping of materials on streets and shall have suitable tarpaulins fastened over the load before leaving the site. Vehicles bringing materials to the site shall be similarly loaded and covered.

The Contractor shall ensure that the wheels, tracks and body surfaces of all vehicles and plant leaving the site are free of mud and that mud is not carried on to adjacent paved streets or other areas.

Adjoining property owners, residents and the public are to be protected against dust, dirt and water nuisance. Dust screens and watering shall be used to reduce dust nuisance.

1.16.7 Compressed Air Equipment

All pneumatic tools used in the performance of this work shall be fitted with effective acoustic hoods as recommended by the tool manufacturer. Alternatively pneumatic tool sets specially designed for quiet operation may be used. Pneumatic tool sets shall be kept in first class condition at all times.

Care must always be used when working with compressed air. If compressed air enters the blood stream through a break in the skin it can be fatal.

Suitable eye protection must be worn when using compressed air to guard against airborne substances; ear protection where excessive noise is likely to occur; respiratory protection where dust is present. Under no circumstances should a jet of air be directed towards the body.

1.17 Equipment Noise

The Contractor shall take all practicable precautions to minimise noise resulting from the activities.

All equipment used in the performance of the work shall be fitted with effective silencers of a type as recommended by the equipment manufacturer. All tools and silencers shall be kept in first class condition at all times. Operators of such equipment shall be closely supervised to ensure that the silencers are always in place while the tools are being used.

Loud hailers shall not be used.

1.18 Trenching, Excavation, Digging & Installation of Star Pickets and Pegs

Under no circumstances shall any trenching, excavation, digging and/or installation of star pickets and/or pegs be undertaken without the approval of the Contract Supervisor.

The ANU has numerous underground services across all campus sites. This means that there is a high risk associated with any type of digging or groundbreaking activity. The Contractor will bear all costs of any damage caused through not gaining appropriate approval.

Any variation outside of the original proposal, the Contractor is to reassess and seek approval from the Contract Supervisor.

There is a detailed procedure that must be followed for excavation on all campus sites. Before proceeding with any groundbreaking activity, no matter what the size, contact the Contract Supervisor to obtain 'Permission to Excavate' documentation for completion. This can be obtained from the ANU website. http://www.anu.edu.au/facilities/policies/permission_to_excavate.html

1.19 Confined Spaces

When working in confined spaces the provisions of the Occupational Health and Safety (Confined Spaces) Regulation are to be complied with by the Contractor and employees.

Only people who are suitable certified to work in confined spaces might do so, and then only after completing the Confined Space Risk Assessment & Entry Permit. This can be obtained from the ANU website.

http://info.anu.edu.au/Policies/_DHR/Procedures/Confined_Spaces.asp

Proof of Confined Space certification must be presented to the Contract Supervisor prior to commencing work.

Where working in enclosed areas, care should be taken to ventilate the area well if petrol, diesel or LPG motor driven equipment is being used.

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 before access.

1.20 Behaviour on Site

1.20.1 Harassment & Inappropriate Language

Contractors are advised that offensive language (eg swearing), offensive behaviour and harassment are not accepted under any situation at the University.

All forms of harassment are unacceptable. Offensive language and/or language includes all behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, sexual orientation, transgender status, marital status or disability.

Behaviour such as whistling and unsolicited remarks of a sexual nature is specifically prohibited.

1.20.2 Loud Radios

Contractors should be aware that as the campus is an educational facility, noise must be kept to a minimum near buildings. Radios and other loud outdoor music are not permitted.

1.20.3 Dogs

Dogs are not to be brought onto University grounds. Dogs accompanying people with disabilities are the only exception.

1.21 Housekeeping

1.21.1 Rubbish

Rubbish must be removed progressively to an appropriate bin or site. Under no circumstances are Contractors to dump rubbish on vacant land on the campus.

The disposal and washing out excess concrete from trucks is not permitted on site.

Paint contractors shall not dispose of paints or clean painting equipment on University grounds.

The ANU has established an environment management strategy & as part of this approach will be endeavouring to comply with the ACT's 'no waste by 2010' goal. (Refer Development Control Code for Best Practice Waste Management in the ACT, available at ACT Government Shop fronts) Contractors are expected to establish suitable waste management strategies to reduce the creation of waste and increase the recycling of waste materials.

Contractors should be aware that the ACT government has legislation regarding discharges down the stormwater drainage system. Penalties can be enforced if breaches of this legislation occur.

1.21.2 Site Tidiness

The work site and surrounding area should be kept clean and tidy and any safety or fire hazards removed promptly (eg oily rags, flammable materials and garbage).

Be aware of other safety actions such as replacing lids and caps and containers, wiping up spills, removing or bending over nails or bolts and removing other dangerous protruding objects progressively.

1.21.3 Salvaged Materials

Unless otherwise specified in the contract, all materials, plant, equipment, fixtures and other things salvaged from the site or from the works shall remain the property of the ANU.

1.22 Tagging

The University has implemented procedures for the use of “Danger” and “Out of Service” tags. Contractors must ensure that they and their staff use the tagging system in accordance with procedures when necessary.



Example

For your own protection:

- Isolate all equipment switches and controls required ensuring your work site is safe.
- Place your tag(s) on all appropriate switches, valves, main isolators or key rings.

For the protection of others:

- Leave other person's tags alone. Never remove someone else's danger tag.
- Do not operate switches, valves or equipment that displays a “Danger Tag” or “Out of Service Tag”.

Change “Danger” Tags to “Out of Service” Tags:

If the equipment is still not safe at the end of shift, the “Danger” tag must be changed to an “Out of Service” tag.

1.23 Interruption of Services

Where a Contractor’s work involves a requirement to isolate energy services (electricity, gas, telephone, communication or water supply) to all or part of a building, appropriate notice of at least two working days must be given to the Contract Supervisor. The Contract Supervisor will then organise the shut down and inform the appropriate University staff.

Should services be shutdown accidentally the Contractor should immediately advise the Contract Supervisor or, if unavailable, the University Help Desk on 6125 4000.

1.24 Welding or Hot Work

Authorisation in the form of a Hot Works Permit must be obtained from the Contract Supervisor or web site

<http://www.anu.edu.au/facilities/policies/index.html>

Prior to commencing any hot work such as welding, brazing or removal of paint by heat gun

or burner. Hot work signage must be displayed on the site.

The local fire warden must be alerted before work commences.

The Contractor must ensure that contacting the Contract Supervisor isolates fire alarms.

Welders and assistants must wear aprons, leather sleeves, gauntlet gloves, eye protection, welding spats (or flameproof overalls) where there is a danger of injury from hot material.

Welders shall wear insulated footwear when working in places with electrical equipment so damp that danger of electric shock exists.

Any person assisting a welder must be competent and experienced in that area of work.

Where the job is to be performed at ground level, welding screens must be used to prevent sparks from flying into adjacent areas and to screen nearby workers & the public from a welding flash. No welding or hot work shall be carried out within 10 metres of combustible materials. All flammable materials are to be removed from the immediate area.

All electric welding cables/gas hoses must be inspected weekly and maintained in good condition. There must be no bare

wires/connections or loose connections. In the case of electric welding, connections shall be solidly made so that no sparking or hot spots will occur.

Adequate fire protection must be present, with suitable fire extinguishers attached to, or near each welding plant.

Insurance Company policy and forms required can be obtained from the University Insurance Officer on 6125 8701.

1.25 Fire Extinguishers

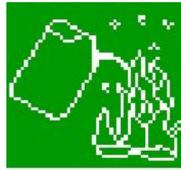
The Contractor is required to provide fire extinguishers that comply with the Australian Standard AS1841. These need to be regularly inspected and maintained in accordance with the Australian Standard AS1851-1. Fire extinguishers and the associated hose reels can be located in most buildings. They are identifiable by triangular/oblong sign posting in the corridors.

It is very important to use the correct extinguisher for the particular fire situation. If the Contractor has any doubt concerning fire procedures or actions the ANU Fire Safety Section on 6125 2612 is available for advice.

To allow for instant recognition of which extinguisher is the most suitable, identification icons are displayed on the can to indicate the particular types of fire on which it can be used, as follows:

1.25.1 Dry Chemical

The dry chemical extinguisher is safe to use on flammable liquid and electrical fires.



B – Liquids



E – Electrical

1.25.2 Water

Water extinguishers can be used on fires of combustible material such as wood, paper and fabrics. This type of extinguisher must not be used on electrical, combustible metals or flammable liquid fires.



A – Solids



B – Liquids



E - Electrical

1.25.3 Foam

Foam extinguishers are ideal for combustible materials and flammable liquid fires such as wood, paper, fabric, cooking fats and petrol. However, this type of extinguisher must not be used on combustible metal or electrical fires.



A – Solids



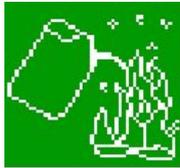
B – Liquids



E - Electrical

1.25.4 Carbon Dioxide

Carbon Dioxide (CO₂) is an ideal extinguisher for electrical and flammable liquid fires. It is also effective on small surface combustible material fires.



B – Liquids



E - Electrical

1.26 Alcohol & Other Drugs

Persons affected by alcohol or other drugs must not be permitted to carry out work on campus.

Where it is observed that alcohol or drugs may affect a Contractor's staff member, the matter will be referred to the Contractor who will be required to take immediate action.

The Contract Supervisor will note the incident. Should the situation continue or re-occur the Contractor may be requested to leave the site.

1.27 English Language

All documentation and signage across the campus is written in the English language.

The Contractor and any supervisory staff shall have sufficient command of the English language and of Australian building and Technical terminology to be able to read, converse and receive instructions in English.

1.28 First Aid

Contractors are responsible for the first aid needs of their staff.

The nearest Medical Centre for treatment of minor injuries is located beside the Sports Union Building on North Road, Phone 6125 3598.

Should emergency treatment be needed, an ambulance should be called (dial 000) for the patient to be taken the emergency section of the Calvary or Canberra Hospital.

Security should also be notified to assist (if required) as Emergency Services are not familiar with the Campus layout, Phone 6125 2249.

1.29 Accident & Injury Reporting

Accident is defined as an unexpected or undesirable event, especially one causing injury or damage.

Incident is a potentially hazardous event that did not cause injury or damage but could have (i.e. a dangerous occurrence or near miss).

All accidents and incidents must be reported to your Contract Supervisor as soon as possible after the occurrence.

If serious personal injury or damage to plant occurs, the area must be left 'as is' until advice is received from Workcover. This does not apply where interference is necessary to aid or revive any person involved in an accident or to prevent further injury to persons or property.

1.30 Emergency Procedures

1.30.1 Emergency Services

To contact the Fire Brigade, Police or Ambulance in an emergency:

DIAL 000

If phoning on a University phone, initially dial '0' to get an external line.

1.30.2 In the Case of a Fire

Raise the local alarm and call Fire Bridge.

1.30.3 Congregation Areas

In case of evacuation, all occupants are required to proceed to the designated congregation area. Follow the directions of local Wardens or Security Officers in these circumstances. Locations of congregation areas are indicated on the emergency procedures posted in each building. Contractors are required to make themselves familiar with these locations prior to the commencement of works.

1.30.4 In case of damaging Gas Mains

- EVACUATE THE IMMEDIATE AREA
- DO NOT USE MOBILE TELEPHONES IN THE VICINITY OF THE LEAK
- NOTIFY THE ACT FIRE BRIGADE
- CONTACT, IN ORDER IF UNAVAILABLE, THE CONTRACT SUPERVISOR, OR SECURITY (6125 2249) OR CLIENT SERVICES UNIT (6125 4000)
- LIMIT ACCESS TO THE IMMEDIATE AREA

1.30.5 In case of damaging Electricity Mains

If mains or cables have been penetrated:

- DO NOT TOUCH OFFENDING ITEM
- CONTACT, IN ORDER IF UNAVAILABLE, THE CONTRACT SUPERVISOR, OR SECURITY (6125 2249) OR CLIENT SERVICES UNIT (6125 4000)
- LIMIT ACCESS TO THE AREA (20 m exclusion zone)

1.31 Plant Rooms

Only persons authorised by Facilities and Services (or visitors in the company of an authorised person) may enter a plant room. Persons entering a plant room must follow this protocol.

Plant rooms across the campus are generally deemed to be normal places of work, but note, that some areas within some plant rooms have been designated as confined spaces http://info.anu.edu.au/hr/OHS/Hazard_Management_Procedures.asp.

Given this, a generic risk assessment has been carried out to ensure a safe work environment and provide safe access. If there is any doubt regarding personal safety, upon entry to or when working within a plant room then the plant room should be vacated locked and a hazard notice fixed to the door. Contractors should then seek assistance from their Contract Supervisor.

Plant rooms have been categorised as: -
Level B – Medium Risk.

1.31.1 Plant Room Risk Management

This documentation must be available/visible from the plant room door.

Instruction manuals, technical manuals, safety information and/or other relevant documentation should be available within the plant room for all equipment in the plant room.

The minimum control requirements are given below for this category of plant room and must be used when undertaking any work within plant rooms.

1.31.2 Plant Room Risk Control Procedures

Appropriate personal protective equipment must be worn at all times.

Where fitted, Contractors should check warning lights relating to the natural gas detection systems before entering the plant room. When an alarm is raised then the plant room emergency procedure should be initiated.

Where no warning alarms are fitted and the plant room has equipment connected to natural gas, on the detection of a gas smell personnel should immediately evacuate the plant room and initiate the plant room emergency procedure.

When working in a plant room containing air conditioning chiller equipment and refrigerant is dispersed into the plant room, Contractors staff should evacuate the plant room immediately and initiate the plant room emergency procedure.

All belt guards and rotating equipment covers are to be kept in good repair and replaced after removal.

Prior to carrying out HOT WORKS, a risk assessment must be carried out and an authorised permit (available at <http://www.anu.edu.au/facilities/policies/index.html>) issued to personnel carrying out the hot work. Hot work signage must be displayed on the site.

Any lighting not working should be reported to the University Maintenance Helpdesk on x 54000 for repair.

Authorised Contractors only, are to work on any chemicals contained within plant rooms.

All oil spills and leaks should be cleaned thoroughly to avoid slippery surfaces especially in the area of entry and/or egress. For Facilities and Services staff and Contractors, there is a major spill kit in the University Maintenance store.

1.31.3 Plant Room Emergency Procedures

Upon evacuating the plant room, contact the University Maintenance Helpdesk on Ph: 6125 4000 or X 54000 if using an internal phone, AH security on Ph: 6125 2249 or X 52249. Advise the staff of the nature of the incident and what assistance is required. The Contract Supervisor is also to be advised of the incident.

The person contacted will then contact the applicable people who will take the appropriate course of action.

If in the event that there is a leak on the gas system, then the situation should be treated as a major gas leak and follow those emergency procedures.

1.32 University Security Services

ANU Security Services patrol the campus 7 days a week, 24 hours a day, year round.

They should be contacted for any security problems, eg fire, damage or theft.

Security Office: x52249 or 6125 2249

1.33 Security

1.33.1 Identification

The identification supplied by the University must be worn at all times on the campus. Contractors shall show Company logo on uniforms worn on campus.

1.33.2 Site Security

Toolboxes and equipment sheds should be locked while not in use. Gas equipment must be turned off and keys removed from machinery while not in use.

1.34 Certificates of Competency/Licence

All Contractors and their staff must have relevant Certificates of Competency/Licences for the equipment being used or tasks being performed as required by Statutory Authorities. When performing tasks that require a Competency Certificate/Licence, that certificate/licence must be kept on site for presentation if requested.

Part 2 Our Environment

2.1 Your Basic Responsibilities

The ACT Government has determined that every individual has a ‘duty of care’ to the environment. This is also called ‘due diligence’.

Due diligence means that employers and 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.

Individuals can be fined up to \$250,000 or imprisoned for up to 7 years for seriously polluting the environment. Corporations may be fined up to one million dollars.

Smaller incidents of environmental pollution can incur fines of up to \$1500. Contractors could be

fined 'on the spot' for littering or dropping a cigarette butt, for example.

Contractors may incur penalties by accidentally polluting the environment. In these instances, 'ignorance' is no excuse.

The ANU is committed to achieving best practice in environmental management. It expects Contractors employed to work on its campus to comply with the following requirements. Therefore, it is in everybody's interest to understand and meet his or her environmental obligations. As part of the ANU's Environmental Management Plan, an ANU Green website has been established that contains details of the University's incremental policies and programs. The ANU website can be found at <http://www.anu.edu.au/facilities/anugreen/index.html>

2.2 Reporting Environmental Problems

You are required to notify the Contract Supervisor or, if unavailable, the Help Desk on Ph: 6125 4000 as soon as you are aware of any accident that may cause environmental harm (eg a chemical spill or leak).

In the case of after hours emergency, contact Security on Ph: 6125 2249.

2.3 Waste Management

The ANU strongly encourages Contractors and employees to identify waste minimisation options at the start of each job, contact 6125 6605 for assistance in:

- Working out costs and savings involved in minimising waste.
- Take care not to over-order.
- Ensure that subcontractors are responsible for disposing of their waste.
- Utilise off-cuts.
- Recycle materials where practicable.
- Buy materials with minimal packaging. Require suppliers to accept their packaging back.

At most job sites an industrial rubbish skip is required, but only for materials that cannot be re-used or recycled. Skips must have a cover so that rubbish does not blow away and rainwater does not collect in the bin.

Do not ever dispose of waste on University property.

Do not use ordinary University rubbish bins for construction and demolition wastes.

All materials that can be recycled on other work are to be returned to University Maintenance.

You are legally responsible to ensure your waste is disposed of in a correct manner.

Following is a number of special wastes that should be handled with extra care.

2.3.1 Asbestos

Facilities and Services have engaged a specialist Contractor for the removal and disposal of asbestos. Contact your Contract Supervisor if you require any asbestos to be removed.

2.3.2 Refrigerants Gases (CFC's)

Must be collected in specially sealed cylinders by a licensed disposal company.

Do not allow CFC's to be released into the atmosphere, as they are strong ozone depleting agents.

Contractors could be fined for deliberately releasing CFC's.

2.3.3 Chemical Wastes

Double-check that leftover chemicals are really of no further use.

Contract a licensed waste disposal company to collect chemicals.

Store in original packaging and ensure that lids are sealed.

Never tip chemicals down the sink, onto the ground or into a stormwater drain.

2.3.4 Construction & Demolition Wastes

Items such as concrete, wood, steel, iron, carpet and timber off-cuts should be stored in separate piles for re-use or recycling.

Find out which local recyclers will take them.

2.3.5 Electrical Wastes

A licensed Contractor must remove electrical cables, fuses & electrical devices (eg switches).

2.3.6 Contaminated Wastes

Pathological, biological, clinical wastes and sharps must be stored in specifically labelled bright yellow contaminated waste bins.

These bins must only be serviced by a licensed hazardous waste Contractor.

Never dispose of contaminated waste in ordinary rubbish or recycling bins. This is not only unlawful but presents a great risk to cleaning staff.

2.3.7 Metals

Materials such as iron, steel, copper and lead must be returned to University Maintenance for disposal.

Never dump metal on University property or on land surrounding the University.

2.3.8 Green Waste

Any removal or disposal of green waste should be arranged through the Contract Supervisor for the work to be carried out by ANU Gardeners.

Do not use University property or areas surrounding the University as a dumping ground.

2.3.9 Electrical & Transformer Oils

These oils (including those old oils containing PCBs) must be stored in special containers issued by licensed waste disposal companies and must be collected by a licensed company.

Never pour oils down the sink, onto the ground or into a stormwater drain.

2.3.10 Recycling

Work sites can recycle aluminium and steel cans, glass and plastic bottles as well as paper and cardboard. The University strongly encourages this practice.

Glass bottles and aluminium containers purchased from food outlets on campus can be recycled in the ordinary recycling bins.

2.3.11 Contaminated Soils

Facilities and Services, via the Contract Supervisor, must be informed about any incidence of soil contamination that may occur or be discovered during the course of work.

Do not remove any soil from University grounds without prior approval from the Contract Supervisor.

2.4 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 in to any drain or gutter that is used to receive rainwater.

Allowing this to occur can result in 'on-the-spot' fines or legal proceedings against a business or an individual. It does not matter whether the pollution was intentional or not.

- Keep the footpath and gutter around the work site free of litter, soil and sand, particularly at the close of each working day.
- Do not sweep litter, leaves or anything else into drains or gutters.
- Keep rubbish bins covered.
- Keep spill clean-up kit close by.
- Never hose rubbish, soil, sand or leaves (or anything else) into gutters.

2.5 Air Pollution

2.5.1 Dust

Dust can cause nuisance and health problems for workers and others on the campus. If a work site is generating dust:

- Cover materials and stockpiles that generate dust.
- Place the sweepings in a bag or box before putting them into a skip to prevent dust becoming airborne when the skip is emptied.
- Wear facemasks and respirators to protect the health of workers, as necessary.

2.5.2 Solvents

Many solvent chemicals release polluting vapours when bottles are open. This also represents a flammable hazard.

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

2.5.3 Lighting of Fires

Never light a fire on University grounds.

2.5.4 Refrigerant Gases (CFC's)

Refrigerant gases in air conditioning systems deplete the ozone layer if allowed to escape.

- It is against the law to vent CFC's or HCFC's.
- CFC's and HCFC's must be recovered from air conditioning and refrigeration plant during servicing or decommissioning.

2.6 Noise Pollution

The atmosphere at the University needs to remain conducive to learning and research at all times.

Machinery noise may be suppressed by fitting noise suppressors and by regular maintenance.

Noisy work and noisy truck movements can be scheduled to minimise annoyance.

Radios and other loud outdoor music are not permitted on university grounds.

Wear hearing protection to protect your own hearing when necessary.

2.7 Erosion & Sediment Control

Anyone allowing material to enter a waterway, or even leaving the material where it can be washed off-site can expect an 'on-the-spot' fine or other legal proceedings.

This is because things such as soil, sand, cement and many other pollutants can be washed into waterways – harming wildlife and causing other problems.

Erosion and sediment controls must be installed when it is possible that work on campus will cause erosion or sediment losses. Install erosion and sediment control before work starts. Keep road and pathways free of mud and debris.

For specific information about erosion and sediment control, contact the Contract Supervisor who will organise Manager – Gardens and Grounds to provide the required advice.

2.8 Hazardous Materials

The Contractor must submit a Material Safety Data Sheet (MSDS) to the Contract Supervisor for each hazardous chemical that is to be used on University grounds and maintain a copy on site or with each employee using the hazardous materials.

All hazardous materials brought onto campus must be clearly labelled. The handling and storage instructions that appear on labels must be followed.

Chemicals must be contained in reliable, tightly sealed containers. Containers must be stored indoors on an impervious floor with enough Bunding to hold any spill.

If chemical storage is to be very short-term, contact the Contract Supervisor to ensure that outdoor storage does not pose a serious risk of leaking, spillage or theft.

Clean-up materials must be provided in case of spillage. Rags, sawdust or commercially available absorbent products can mop up liquid spills.

The Contractor must ensure that clean up materials are appropriate for the chemicals used and that at least one person on the site at any time is trained to clean up a spill. This includes always ensuring an adequate stock of clean-up material is available and easily accessible.

2.8.1 Follow These Steps if a Chemical Spill Occurs:

2.8.1.1 Step One - Contain the spill (if it is safe to do so)

- Prevent further spillage
- Contain what is spilt
- Follow MSDS information
- Block stormwater drain inlets

2.8.1.2 Step Two – Report the Spill

- Inform the Contract Supervisor or if absent the University Maintenance Client Services Unit on 6125 4000.
- If it is a large or dangerous spill, contact the Fire Brigade on 000, or 0000 if using a University Phone.
- If the dangerous spill occurs after hours, contact Security on 6125 2249.

2.8.1.3 Step Three – Clean Up

- Clean up as quickly as possible (reduce risk of pollution running off the site).
- Never wash chemicals down the drain (either inside or outside) or pour chemicals on to the ground. Never leave chemicals where they may be washed into a waterway.
- Absorbent material used to contain minor spills can be wrapped and disposed in normal rubbish skips.

2.9 Protection of Bushland & Landscaped Areas

All native flora and fauna are valued very highly and Contractors are asked to respect the campus ecology when on the grounds.

If any work is likely to disturb any of the landscape, the Contractor should organise the work through the Contract Supervisor who will organise the appropriate actions from the University Gardening Section.

It is the responsibility of the contractor to carry out all operations associated with a project so that any damage to any component of the landscape environment within the campus of the ANU is minimised. The contractor at the contractor's expense must rectify any damage that does occur.

The ANU has a Landscape Damage Minimisation Policy; this policy is a detailed guide to all procedures that must be followed in regard to protecting the landscape. The policy is available from the Client Service Unit at Facilities and Services or the Contract Supervisor.

The most important component of the policy is the requirement that contractors forecast any potential landscape damage and implement a strategy to minimise the damage. For example, tree protection measures to trees in close proximity to a project must be installed prior to commencing the project. (Refer F&S website <http://www.anu.edu.au/facilities/policies/landscape.html>)

Part 3 Acton Campus Map

