GUIDELINE FOR SITE SAFE ACCREDITATION AND MEMBERSHIP

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Purpose

This guideline details processes to be followed as the University is a member of and signatory to the Site Safe Protocol. The Site Safe Protocol Heads of Agreement Passport Protocol and Audit Process requires the following for Site Safe accreditation and safety processes on our campuses and specific works sites.

Guideline:

Site Safe shall only apply where it is deemed appropriate or practicable by the department engaging the contractor and the construction site can be physically secured.

The Site Safe requirements shall not always apply to building maintenance.

Contractor Accreditation

Contractors and sub-contractors are to be accredited to Site Safe or equivalent before being engaged to undertake work for the University on construction sites where the Site Safe or equivalent system is in force.

Tender Documentation and Prequalification

Tender documents are to specify Site Safe or equivalent accreditation requirements and prequalification is to be checked to ensure potential contractors have Site Safe or equivalent accreditation, for tenders for work on construction sites where the Site Safe system is in force.

External consultants who are working on behalf of the University must be instructed to ensure that they incorporate the Site Safe requirement into their documentation for the University, for work on construction sites where the Site Safe system is in force.

Audience:

Every staff member who engages contractors.

Related procedures / documents:

ACC Workplace Safety Management Practices standards
Campus Regional Facilities Contractor Handbooks, agreements, or procedures

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Post Completion Review process
Site Safe Protocol Heads of Agreement
Selection, induction and monitoring of health and safety during contracts guidelines

Document Management Control:

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