

GUIDELINE FOR SITE SAFE ACCREDITATION AND MEMBERSHIP

Section	Health and Safety
Contact	People and Organisational Development
Last Review	April 2014
Next Review	December 2017
Approval	AVC – University Operations and University Registrar

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 pre qualification 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 Hand books, agreements, or procedures



Post Completion Review process

Site Safe Protocol Heads of Agreement

Selection, induction and monitoring of health and safety during contracts guidelines

Document Management Control:

Prepared by: University Health and Safety Manager

Authorised by: AVC – University Operations and University Registrar

Date issued: December 2007

Last review: August 2014

Next review: December 2017