

Contractor and visitor induction procedure



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1 Purpose

This document sets out how COFA deals with visitors and contractors. In implementing this document the requirements of the UNSW visitors guidelines should be consulted.

It is to ensure the safety of visitors and contractors whilst working or visiting the campus.

2 Scope

This procedure applies to all workshops, studios and other facilities where visitors and contractors may be exposed to risks to their health, safety and welfare

3 Authorisation

- Research staff, honours and postgraduate students who have been inducted are authorized to visit laboratories within this school.
- Persons outside this school may not undertake or observe work without being inducted, completing a risk assessment of any work they will be performing and authorisation from the HOS or area manager.

4 Area Designation

The College has identified the following areas as:

1.High Risk

Printmaking, sculpture, jewellery and ceramics workshops; dangerous goods stores;

2. Moderate Risk

Painting and drawing studios, Photo media

3.Low Risk

All office areas; computer labs and public areas.

5 Induction

High risk areas

- Visitors must be inducted using the induction checklist.
- Visitors must be given a specific facility local induction.
- This induction is to be signed off by the lab manager/area supervisor.

Moderate risk areas

- Visitors are to be inducted using the induction checklist if they will be left alone.

Low risk areas

- Visitors are to be made aware of the schools emergency evacuation procedures.

Any contractors that are engaged by facilities will undergo the facilities contractor induction process.

6 Training

High risk areas

- Visitors must receive specific training for all equipment used and tasks performed.
- Visitors must be signed off as competent (if so) by the area manager/area supervisor.

Moderate risk areas

- Visitors must receive specific training for all equipment used and tasks performed.
- Visitors must be signed off as competent (if so) by the area manager/area supervisor.

Low risk areas

- Appropriate training should be considered for all equipment used and tasks performed.

7 Risk assessment

High risk areas

- Risk assessments and standard operating procedures must be completed/followed and authorized by the supervisor for all equipment used and tasks performed.

Moderate risk areas

- Risk assessments and standard operating procedures must be completed/followed and authorized by the supervisor for all equipment used and tasks performed.

Low risk areas

- A risk assessment needs to be completed for the area.

8 The 10 step procedure for visitors to high risk areas

1. If you organise a visitor, meet them outside the facility and accompany them there. Have them preferably meet you at the school office.
2. For visitors turning up at the school office, admin staff must call the area to be visited and request someone to collect the visitor. Visitors must be accompanied to high risk areas and not sent there.
3. Induct them using the visitor induction checklist which you both sign and date.
4. For visits longer than 1 day obtain emergency contact information from the visitor and place this information with the school office.
5. Contractors must have completed the OHS induction.
6. Contractors must disclose the nature of their work and any associated hazards –processes like hot work must be notified in advance to allow the work area to deal with moving dangerous goods and making the area safe.
7. Decontamination of work areas and equipment, removal of hazards and clear egress routes must be checked before the contractor or visitor leaves
8. If your visitor intends to observe or do any work in this area then they must have completed a risk assessment which is to be reviewed and authorized by the lab manager/area supervisor.
9. If your visitor intends to do work, then they must be trained and supervised until they are deemed competent to work alone (you may decide they need constant supervision).
10. Specific training is to be recorded in the areas training register.

9 The 10 step procedure for visitors to moderate risk areas

1. If you organise a visitor, meet them outside the facility and accompany them there. Have them preferably meet you at the school office.
2. For visitors turning up at the school office, admin staff should call the area to be visited and request someone to collect the visitor. Visitors should be accompanied to moderate risk areas and not sent there.
3. If you remain with your visitor a detailed induction is not generally required, however, if visitors are to be left alone or to conduct work then induct them using the visitor induction checklist which you both sign and date.
4. For visits longer than 1 day obtain emergency contact information from the visitor and place this information with the school office.
5. Contractors must have completed the OHS induction
6. Contractors must disclose the nature of their work and any associated hazards –processes like hot work must be notified in advance to allow the work area to deal with moving dangerous goods and making the area safe.
7. Decontamination of work areas and equipment, removal of hazards and clear egress routes must be checked before the contractor or visitor leaves
8. If your visitor intends to observe or do any work in this area then they must have completed an induction and risk assessment which is to be reviewed and authorized by the lab manager/area supervisor.
9. If your visitor intends to do work, then they must be trained and supervised until they are deemed competent to work alone (you may decide they need constant supervision).
10. Specific training is to be recorded in the areas training register.

10 The 7 step procedure for visitors to low risk areas

1. Visitors should preferably meet you at the school office but may be directed to your area.
2. If you leave a visitor alone make them aware of the schools emergency evacuation procedures.
3. For visits longer than 1 day obtain emergency contact information from the visitor and place this information with the school office.
4. Contractors must have completed the OHS induction.
5. Contractors must disclose the nature of their work and any associated hazards –processes like hot work must be notified in advance to allow the work area to deal with making the area safe.
6. If your visitor intends to do any work in this area then they must be made aware of the area risk assessment.
7. If your visitor intends to do any work in this area then appropriate training should be considered for all equipment used and tasks performed.