

Contacts:

JCU Security:

Phone: 07 4781 5555

E-mail: securitycontrol@jcu.edu.au

JCU Estates Office:

Phone: 07 4781 7660

<http://www.jcu.edu.au/estateoffice/>

JCU HSE Unit:

Phone: 07 4781 5290

E-mail: safety@jcu.edu.au

Emergency Services:

Phone: 000 (Internal phone: 0 000)

Mobile: 112

Safety Queensland:

Phone: 1300 369 915

<http://www.deir.qld.gov.au/workplace/aboutus/contactus/whsenquiry.htm#.U9GNBbF-8uU>

**Think safe, be
safe in all you do;
your loved ones
will thank you for
it!**



JCU WHS Expectations

JCU abides by the Work Health & Safety Act 2011(Qld) & associated Regulations & Codes of Practice. JCU has its own policy requirements that are enacted by the Estates Office with oversight by the JCU HSE Unit. JCU has expectations of all persons, including contractors, while undertaking &/or associated with JCU activities to abide by JCU policy requirements. Non-compliance to these requirements may constitute a breach of health and safety. All breaches will be investigated & action taken.



Contractor Requirements

Contractors are responsible for all aspects of WHS whilst undertaking their contracted activity. Contractors are to work in conjunction with the Estates Office & the JCU HSE Unit as applicable. Contractors are to observe JCU requirements associated with:

- Campus/building access, keys & restricted areas
- Campus traffic & parking
- Smoking, zero harassment, fitness for work & emergencies
- Asbestos, confined spaces, PPE, chemicals, excavations, waste, isolations & high-risk work.



Risk Management

Risk management is a critical element for a safe work environment. Appropriate risk management tools are expected by contractors as appropriate & include:

- Risk Assessments, Job Safety Analysis
- Safe Work Method Statements
- WHS Management Plans
- Lift Plans, Traffic Management Plans etc
- Site induction, Tool Box Talks, Pre-start meetings etc

Contractors are encouraged to engage with the Estates Office & the JCU HSE Unit for support.



Incident Reporting

All incidents, accidents and near misses are to be reported. Contractors are to report using their own reporting tool & pass a copy to the Estates Office for inclusion in JCU's RiskWare. Any notifiable incident is to be immediately reported & the worksite quarantined until the investigation is completed. JCU Security is to be notified for any Emergency Services callout & the callout reported to Estates.



WHS



overview for Contractors at JCU



Work, health and safety

Your health & safety is of paramount importance. WHS is all about you. It ensures that your work environment is healthy and safe, allowing you to go home healthy & safe each day. WHS is set in legislation so that an organisation & the worker are accountable for their WHS decisions & WHS actions. WHS legislation sets the 'minimum' acceptable standard required to be followed.

WHS does require a great deal of effort to ensure that all applicable hazards & commensurate risks are considered & dealt with to preserve a safe and healthy work environment. Consequently, take the time to plan effectively & review your WHS requirements before, during & after the completion of your contracted task/activity.

Unfortunately, workers are killed in the workplace across Australia doing their job. This means that with every workplace death &/or significant workplace injury, there is a profound effect on the future of the surviving worker, a tragedy to be dealt with by the worker's family & friends, & wider workplace implications. However, this need not ever happen if appropriate WHS control measures are considered, implemented & followed.

It is the responsibility of all parties involved to ensure that WHS is applied effectively, that you intervene to '**STOP**' unsafe practices & apply lessons learned from previous incidents.

Remember: *'The standard you walk past is the standard you accept.'*



JCU's obligation

JCU, by law, is obligated to ensure a safe & healthy environment for all those involved in its undertakings. However, JCU cannot prevent injury &/or illness when individuals do not take simple, yet effective measures for themselves – as per your company/business's & JCU's policy & guidance. JCU requires you to abide by all applicable WHS requirements for your contracted activity/task.

JCU takes WHS very seriously & will hold individuals accountable for negligence &/or failure to comply with prescribed requirements.



Contractor notes

As a contractor, you are obligated to abide by your company/business's WHS policy & guidance as well as those of JCU. Should there be any doubt, please refer to the Estate Office for clarification.

Contractors are to note that many individuals attending JCU have a diverse cultural background with varying WHS understanding & unwittingly take risks. Consequently, contractors are to take additional WHS precautions & maintain a high degree of situational awareness while undertaking respective contracted work.

Ensure you have done everything possible to protect: yourself, others, plant/equipment & the environment!

