

# USC CONTRACTOR SAFETY INDUCTION GUIDE



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### Disclaimer

The USC has prepared this Induction Guide for Moderate and/or High-risk Contractors to increase their awareness of health and safety risks while working at USC. It is not intended to be an exhaustive list of hazards/risks that may be encountered while working at USC, nor does it negate a Contractor's obligations to comply with WHS Act and Regulations, relevant Codes of Practice and Australian Standards.

# 1 Definitions

**'Contractor':** a person or business which provides goods or services to another entity under terms specified in a contract or consultancy agreement (verbal or written). This includes people who provide goods or services on a voluntary basis.

**'Contractor's workers':** this includes the Contractor and their employees as well as any sub-contractors or labour hire personnel and their employees.

**'High-Risk Contractor':** a Contractor who engages in high-risk work during the course of their contract.

**'High-Risk Work':** as defined by *Work Health and Safety Regulations 2011*, is any work that involves any of the following:

- a risk of a person falling more than 2m
- work carried out on a telecommunication tower
- demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- is likely to involve the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- work carried out in or near a confined space
- work carried out in or near:
  - a shaft or trench with an excavated depth greater than 1.5m; or
  - a tunnel
- involves the use of explosives
- work carried out on or near pressurised gas distribution mains or piping
- work carried out on or near chemical, fuel or refrigerant lines
- work carried out on or near energised electrical installations or services
- work carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- work carried out in an area at a workplace in which there is any movement of powered mobile plant
- work carried out in an area in which there are artificial extremes of temperature
- work carried out in or near water or other liquid that involves a risk of drowning
- involves diving work

**'PCBU':** person conducting a business or undertaking (The Act s5):

- whether the person conducts the business or undertaking alone or with others; and
- whether or not the business or undertaking is conducted for profit or gain.

**'Principal Contractor':** a person engaged for a construction project that has been given the authority to manage or control the workplace or part thereof. For the purpose of the project the Principal Contractor is considered the PCBU for the workplace under their control until the work is completed.

**'The Act':** The *Work Health and Safety Act 2011*

**'The Regulations':** The *Work Health and Safety Regulations 2011*

**'USC':** University of the Sunshine Coast – all campuses and associated learning nodes.

**'USC Contact Person':** a USC employee who engages a Contractor (or their nominated representative) and is responsible for overseeing the work of that Contractor.

**'USC Sunshine Coast':** USC campus located at Sippy Downs.

**'Visitor':** a person visiting the USC for other than work or study (eg event attendees).

**'WHS':** work, health and safety.

**'Worker':** (The Act s7) "A person is a worker if the person carries out work in any capacity for a person conducting a PCBU, including work as –

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or
- an outworker; or
- an apprentice or trainee; or
- a student gaining work experience; or
- a volunteer; or
- a person of a prescribed class."



## 2 Introduction

USC is committed to providing a safe and healthy environment for all people involved in USC work/activities or who may be impacted by USC work/activities. This guide is designed to ensure that Contractors and their workers are assisted in ensuring the maintenance of this healthy and safe environment.

## 3 General responsibilities of Contractors

A Contractor must, so far as is reasonably practicable, provide and maintain a working environment in which people are not exposed to hazards.

To achieve this, a Contractor must:

- ensure their own and their workers' health and safety and comply with instruction given for health and safety at USC
- avoid risking the health and safety of any other person
- ensure all workers are aware of WHS obligations
- ensure that all workers are appropriately trained (professionally, technically, legally) for the work they are to undertake at USC
- ensure that they and all workers successfully complete the online USC Contractor induction
- submit (to person engaging their services) all required safety documents prior to commencing at USC
- ensure that all workers are familiar with the hazards identified in the risk assessments and the associated controls
- ensure that all near misses, hazards and incidents are reported and responded to appropriately
- provide adequate supervision of work, and safe work practices
- provide safe and maintained equipment, plant and tools
- provide and ensure correct use of appropriate personal protective equipment (PPE)
- practice good site housekeeping
- appropriately dispose of all waste

## 4 Safety breaches

USC treats instances of health and safety breaches very seriously. If at any time you, or one of your workers, are observed by a USC employee to be acting unsafely, you will be instructed to suspend your work and take immediate action to rectify the situation. If repeated health and safety breaches are observed, this may be considered a breach of your contract and you may be instructed to leave the site.

Examples of health and safety breaches include (but are not limited to):

- failure to wear PPE
- incorrect handling of hazardous materials
- any work that is not in accordance with the Contractor's risk assessment

## 5 Prior to commencing work at USC

Prior to commencing work at USC the Contractor will be informed who their USC Contact Person will be. This will generally be the person who has engaged the Contractor's services. Some Contractors, especially ongoing Contractors may have more than one USC Contact Person.

The USC Contact Person will be the person to whom the Contractor:

- submits all required documentation
- directs any enquiries
- reports health and safety concerns

### 5.1 Safety documents

Before commencing work at USC, Contractors are required to submit all Safety Documents to the USC Contact Person for them to approve, allowing ample time for them to review the documents. The USC Contact Person will inform the Contractor of the time required.

#### 5.1.1 Safety Management Plan

Principal Contractors must provide a Safety Management Plan.



## 5.1.2 Risk assessments

If your USC Contact Person deems it necessary, you must submit a risk assessment for the work you are to undertake at USC.

This risk assessment must:

- list all of the identified hazards associated with the work the Contractor will undertake
- detail the controls the Contractor will implement to reduce the risk to workers and any other person at USC that may be affected by the work you the Contractor will undertake
- be sited and signed by all of the Contractor's workers

If Contractors are using any hazardous chemicals, the appropriate Safety Data Sheets (SDS) should also be included with safety documents and sent to USC Contact Person.

## 5.1.3 Safe Work Method Statement

If Contractors are undertaking high-risk work (even for just a part of the entire contract) they will also require a Safe Work Method Statement (SWMS), in accordance with Chapter 6, Division 2 of the Regulations. The SWMS should also be submitted to the USC Contact Person for approval.

If Contractors are using any hazardous chemicals, the appropriate Safety Data Sheet (SDS) should also be included with safety documents and sent to the USC Contact Person.

## 5.1.4 Licences

All high-risk work (as defined by the Regulations) requires workers to be licensed. Copies of these licences must be sent to the USC Contact Person. All construction workers must have a copy of their white card sent to the USC Contact Person.

## 5.1.5 USC permits

### 5.1.5.1 Work producing heat, smoke or dust

If a Contractor intends to conduct any work in or near a USC building that at any stage may produce heat, smoke or dust they are required to obtain a permit from Facilities Management (FM) before commencing work. This must be submitted to FM before work can commence. This allows the fire detection systems in the area of work to be isolated to prevent false alarms, due to heat, smoke and dust generated by the work.

The Contractor must ensure that the fire detection systems have been isolated prior to commencing the work (by checking with FM or Safe USC). The Contractor must inform FM when work has finished so the fire detection systems can be reactivated.

The Contractor will be issued with the lower portion of the permit, which must be retained. A new permit must be obtained each day. Failure to obtain a permit and the subsequent activation of a fire alarm, which has been caused by work being undertaken by the Contractor, will result in a fine from Queensland Fire and Emergency Service (QFES), payable by the Contractor.

### 5.1.5.2 Confined space entry permit

Contractors must obtain and complete a USC confined space entry permit prior to any work in a confined space. This form must be authorised in accordance with WHS legislation, by:

- Maintenance Services representative: 5456 3778



## 5.2 Training and induction

### 5.2.1 Specific training

It is an expectation that all workers engaged by a Contractor to work at or for USC are appropriately trained for the work they are expected to undertake. This training is the responsibility of the Contractor.

### 5.2.2 USC Online Safety Training

The Contractor (including volunteers), and all persons engaged by the Contractor, who will undertake work at or for USC must undertake USC's Online Safety Training module prior to commencement of work/activities at USC. This training is undertaken in 'Sine'. Sine is a system used by USC to register Contractors and Volunteers and enable them to undertake the required safety training and check in and out whilst working at, or for, USC.

#### Undertaking the training

The online safety training can be accessed through the Sine website: <https://sine.co/wf/7sMNqnN9> or by using the Sine Pro App: <https://www.sine.co/sine-pro/>

#### If you are an existing Sine user

Log into Sine using your email address and current password. **Please note:** If you have not previously included your email address with your Sine account you will need to create a new account.

#### If you are a new user

Go to the Sine website link above and select 'create account'. Complete the required fields to create your Sine account.

Once your account is created, this will open the Online Safety Training module. The module will take about 15 minutes to complete.

**Remember** – you cannot commence work/activities at USC until you have completed this training module.

### 5.2.3 Site induction

Contractors and their workers must receive a site specific induction from the USC Contact Person prior to commencing work.



## 5.3 Summary of documentation required by USC

Where applicable and/or requested by your USC contact person, the following documents are required:

- Risk assessment/s
- Completed and authorised USC permits (eg hot works permit, confined spaces)
- Safety Data Sheets, if using hazardous chemicals
- Safe Work Method Statements
- Relevant licenses
- White cards
- Regulatory permits

Principle Contractors must also submit a Safety Management Plan.

## 6 On arrival at USC

### 6.1 Parking and driving

#### 6.1.1 Parking

Some USC campuses and study nodes have regulated paid parking. Visit the USC website for more information on parking: [usc.edu.au/parkinginfo](https://usc.edu.au/parkinginfo)

For further information, please contact your USC Contact Person.

Parking within USC grounds without obtaining a Parking Permit will result in an infringement notice being issued.

#### 6.1.2 Driving at USC

Contractors **MUST** obtain approval from FM to bring their vehicle within USC grounds. This can only be done if the work being undertaken requires the Contractor to have immediate access to their vehicle to undertake their work. If approval is obtained to bring a vehicle onto USC grounds to deliver material for work, once materials are delivered, the vehicle **MUST** be removed to the regulated parking area. Speed limits within USC grounds are strictly 10km/hr. All roads and paths within USC grounds are shared paths, all vehicles must **ALWAYS** give way to pedestrians and wildlife.

If reversing within USC grounds in any shared zone there must be a spotter.

Driving is not permitted on grassed areas.

### 6.2 Checking in and out

Any persons undertaking any work or activity at USC must check in and out. This can be undertaken by using the Sine Pro app: <https://www.sine.co/sine-pro/>, or by using a Sine iPad located at any of the designated USC site registration points on each campus. Your USC Contact Person can direct you to a registration point.

Upon check-in, select the 'Visitor Type' advised by your USC Contact Person. You will be asked a number of questions, such as the specific location, type of work being undertaken and who your USC Contact Person is.

Once your work at USC is completed, you are required to check out using the same process as checking in.

The USC Contact Person will inform Contractors if there are additional USC personnel that they must check in with (eg if working in a specific department it may be required that the area manager be informed prior to work commencing, especially if the work has the potential to disturb USC personnel). In most circumstances the USC Contact Person will have already done this.

# 7 Working at USC

## 7.1 Expected behaviour

While on USC grounds Contractors and their workers are expected to conduct themselves in a professional manner at all times.

The following behaviour is unacceptable on USC sites:

- smoking on any USC grounds is prohibited
- harassment, discrimination and/or bullying
- causing unnecessary disruption (eg playing loud music)
- lighting of fires
- bringing domestic animals on campus
- disturbing native wildlife
- presenting to work in an unfit state (eg under the influence of drugs or alcohol)
- possession of weapons
- wilfully causing damage to USC property
- dumping waste on USC property

When undertaking work at or for USC, all Contractors are expected to:

- demonstrate respect for others
- not engage in any behaviours that are offensive, humiliating or disrespectful to others
- take a courteous and customer driven approach to all communications and interactions

## 7.2 Restricted access areas

There are areas with restricted access within USC (eg certain laboratories and record keeping areas). If access is required to any of these areas the USC Contact Person will organise any additional training that may be needed and will liaise with Safe USC to provide this access.

## 7.3 Hazards and specific work practices

### 7.3.1 Animals

No introduced animals, except service animals that are specifically trained to aid a person with disabilities, are allowed on campus.

USC Sunshine Coast is a nature reserve, so there are many native animals on USC grounds. Please be cautious around native animals. Please do not approach or attempt to feed native animals.

### 7.3.2 Asbestos

Although the USC Sunshine Coast campus does not contain asbestos, other campuses and/or teaching nodes with buildings built prior to 1990 may have asbestos containing materials (ACM). Any work that is intended to or has the potential to disrupt the integrity of ACM must be performed in accordance with:

- *Work Health and Safety Regulations 2011*
- How to manage and control asbestos in the workplace: *Code of Practice*
- How to safely remove asbestos: *Code of Practice*

The USC Contact Person will advise the Contractor of the presence or suspected presence of any ACM and make available the Asbestos Management Plan.

### 7.3.3 Barricades and fencing

If the work that contractors are undertaking is in any way likely to impact the health and/or safety of workers or passers-by, the Contractor is required to erect and maintain any necessary barricades and/or fencing appropriate to the work they are doing.

The type and location of all barricades and fencing must have FM approval.



## 7.3.4 Confined spaces

In accordance with the Regulations, a confined space means an enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space and
- is or is likely to be a risk to health and safety from:
  - an atmosphere that does not have a safe oxygen level or
  - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion or
  - harmful concentrations of any airborne contaminants or
  - engulfment

Confined spaces at USC may include:

- pits and degreasers
- pipes, sewers, storm water drains, shafts and ducts
- tanks

The USC confined spaces register can be accessed through FM. This register must be consulted prior to planning any confined space entry and the information within used to assist with completion of the confined space entry permit.

An authorised confined space entry permit must be obtained prior to the commencement of any confined space work. Refer section 5.1.4.2.

All confined space work must adhere to the *Regulations and the Confined Spaces Code of Practice*.

All work must be done in accordance with the details entered on the confined space entry permit.

## 7.3.5 Drones

All applications for drone usage require a risk assessment and approval from approval from ASU-Technical Operations Safety and Fieldwork team (SafetyFieldworkTeam@usc.edu.au).

Drones on campus must follow the drone safety rules outlined by Civil Aviation Safety Authority (CASA) and USC policies.

## 7.3.6 Dust or smoke

If there is a potential for the work done by a Contractor to produce dust or smoke, either in or in the vicinity of any buildings, the Contractor must obtain a USC Hot Work Permit from FM (as per section 5.1.5.1).

## 7.3.7 Electrical

Electrical equipment and appliances have the potential to cause serious shock, burns and electrocution. USC requires that all Contractor electrical equipment/appliances/tools and leads must be tested and tagged in accordance with regulatory requirements before they are brought onsite.

Daisy chaining or piggy backing extension leads and double adaptors is prohibited.

Only appropriately qualified and licensed electricians can perform electrical work.

## 7.3.8 Environment

USC is committed to environmental protection and expects Contractors on USC sites to be mindful of their environmental impact.

USC Contractors must comply with their obligations under environmental legislation, and must actively attempt to reduce the environmental impact of any work they are undertaking.

### 7.3.8.1 Erosion and sediment control

Erosion and sediment controls must be considered prior to any work on USC grounds that may lead to erosion and subsequent sediments losses. This must be discussed with FM who will deem when erosion and sediment controls are necessary.

Roads, pathways and drains must be kept free of mud and debris.

Soil, sand, cement and other pollutants can easily be washed into waterways, harming wildlife and causing environmental problems. Contractors allowing material to enter a water way, or leaving material where it may be washed offsite may incur a fine or other legal action.

Any dumping of waste or any surplus material on USC grounds is strictly prohibited.

### 7.3.8.2 Waste management

Contractors are legally responsible for ensuring that their waste is disposed of in the correct manner. Rubbish should be removed progressively to an appropriate skip bin on site, or to an appropriately licensed Waste Management Facility. Any hazardous or chemical waste must be disposed of in accordance with legal requirements.

## 7.3.9 Equipment, plant and tools

All equipment, plant and tools used by Contractors must comply with relevant Australian Standards and must be maintained and stored in a safe and compliant condition.

### 7.3.9.1 Machine guarding

All equipment, plant and tools must be operated with effective guards.

### 7.3.9.2 Hand tools

Shovels, picks, axes, hammers, crowbars, wrenches, screwdrivers etc. must be checked regularly. If there is any sign of damage the tool should not be used until it is repaired, or the damaged tool disposed of and a replacement tool obtained.

If a hand tool is being used at heights, an approved wrist strap or lanyard should be used to prevent it falling and potentially causing injury to people below. If for any reason it is not possible to secure a tool using a wrist strap or lanyard, an exclusion zone must be implemented to prevent passers-by from entering the area where they could be hit by a falling object.

### 7.3.9.3 Lasers

Lasers must conform to Australian Standards, and can only be used by persons who have completed a recognised course. The following precautions must be adhered to:

- up to 3A class lasers only to be used on any construction site
- lasers are not to be positioned at eye level of personnel in the area
- warning signs are to be erected indicating the use of a laser in the area



#### 7.3.9.4 Explosive power tools

All operators of explosive power tools must be experienced and competent in the use of such tools.

Explosive charges and explosive power tools must be kept in an approved locked box in a secure place.

Warning signs and appropriate barriers must be placed wherever an explosive power tool is in use.

Appropriate PPE must be worn by the operator of explosive power tools and all personnel in the immediate area.

#### 7.3.9.5 Mobile mechanical plant

All mobile mechanical plant must only be used in accordance with relevant design standards and be maintained in accordance with manufacturer's specifications (and records kept).

When not in use, mobile plant must have:

- keys removed
- blades and buckets lowered to the ground
- be chocked/blocked

All operators of mobile plant must have appropriate operators certificate.

#### 7.3.9.6 Compressed air equipment (eg scabblers, water/air jets, impact wrenches, grinding tools)

Exercise caution when using compressed air. Ensure appropriate PPE.

#### 7.3.9.7 Electric welding

Welders and assistants must be competent and experienced.

A USC hot work permit must be obtained (through FM) prior to commencement of welding.

Electric welding cables must be inspected prior to each use. There must be no bare wires or loose connections.

Ensure appropriate PPE, including insulated foot wear.

Welding screens must be used to prevent sparks from flying into adjacent areas and to screen nearby workers from welding flash.

### 7.3.10 Hazardous chemicals

Hazardous chemicals are chemicals and other materials that can cause harm to workers and other people, property or the environment through fire, explosion, reaction or release.

Contractors are responsible for managing the risks associated with hazardous chemicals they bring on site. When working with hazardous chemicals Contractors must:

- maintain a register of all hazardous chemicals brought on site
- make Safety Data Sheet (SDS) available to their workers and provide copies to the USC Contact Person
- ensure that all chemicals are labelled in accordance with current Code of Practice
- provide appropriate storage facilities
- ensure appropriate disposal facilities/arrangements are in place and in accordance with Environmental Protection Authority regulations
- ensure appropriate spill kits are available if required
- ensure safety shower and eye wash stations are available if required
- ensure all contract personnel are trained in the safe handling, storage and disposal of hazardous chemical and associated PPE requirements

### 7.3.11 Hot work

A Hot Work Permit must be obtained from FM prior to commencing any hot work such as welding, brazing etc. This allows the isolation of the fire detection systems in the area; preventing false alarms being activated (refer section 5.1.5.1).

The Contractor must ensure that fire detection equipment is isolated to prevent the activation of false alarms, by contacting FM or Safe USC.

Contractors are responsible for ensuring:

- the hot work area is isolated from combustible materials
- there is adequate ventilation to remove the build-up of any gases or fumes
- the hot work area is observed for a period of at least 30 minutes after the work is completed to ensure no fire risk from embers or hot materials.

### 7.3.12 Interruption/isolation of services

Where a Contractor's work involves the requirement to isolate services (eg electricity, water, gas, telephones) to all or part of the building, it is requested that 24 hours' notice be given to FM, the USC Contact Person and the manager/s of any department that may be effected. In the case of an emergency, the above mentioned people must be contacted as soon as practicable.

### 7.3.13 Manual tasks

A hazardous manual task, as defined by the Regulations, is any task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration

The Hazardous Manual Tasks: *Code of Practice* should be referred to for the control of hazardous manual tasks.

### 7.3.14 Noise

Contractors are requested to take all practical precautions to minimise noise, such that the atmosphere at USC remains conducive to learning and research at all times. Radios and other loud music are not permitted at USC.

Contractors involved in work that may expose their workers to unsafe noise levels are required to have a hearing conservation program in accordance with current Code of Practice.

### 7.3.15 Personal Protective Equipment (PPE)

Appropriate PPE shall be provided, stored and maintained by the Contractor. All Contractors must ensure that PPE complies with Australian Standards and that their workers wear appropriate PPE as required.

### 7.3.16 Smoking

USC is a smoke free environment. Smoking is prohibited; on or in University premises, grounds and in any USC vehicle or rented vehicle provided by USC.

### 7.3.17 Sun safety

Sun protection should be worn, like any other PPE.

The Contractor is responsible for the provision of sun protection for their workers. The Contractor is also responsible for sun safe strategies to reduce exposure of their workers to UV radiation.

### 7.3.18 Trenching and excavation

If a Contractor intends to break the ground for any reason they must obtain permission from FM. When work includes excavation, Contractors must:

- liaise with FM staff to locate any underground services
- develop a Work Method Statement and submit it to their USC Contact Person
- erect barricades and fences appropriate to the risks
- display signage in accordance with legislative requirements
- construct trenches and excavations in accordance with the Regulations (Part 6.3, Division 3)

### 7.3.19 Work affecting the comfort and safety of others

The USC Contact Person must be consulted when the worksite and/or work activities have the potential to affect the health and safety of the occupants of the building or those in the vicinity eg work producing noise, dust, smoke, vibrations, fumes, emissions or odours. If there is any likelihood that your work could affect the comfort and safety of others, discuss this with your USC Contact Person. It is the Contact Person's responsibility to inform USC personnel who may be affected by your work.

### 7.3.20 Working from heights

In any circumstances where there is a risk of a worker falling from one level to another that is reasonably likely to cause injury, this risk must be controlled (and documented in the risk assessment) to prevent falls and subsequent injury. All work from heights must be in accordance with relevant legislation and Code of Practice, including prevention of objects falling from heights and potentially injuring passers-by.

#### 7.3.20.1 Ladders

All ladders must comply with Australian Standards for industrial ladders.

#### 7.3.20.2 Scaffolding

The erection, use and dismantling of a scaffold must be in accordance with the *Scaffolding Code of Practice*.

## 7.4 Emergency procedures

In any emergency, Contractors should always comply with the instructions given by USC Wardens, Safe USC or Emergency Services personnel.

When working at USC it is important that Contractors are familiar with the location of emergency call points, break glass alarms, fire extinguishers, emergency exits, evacuation points and emergency evacuation assembly points. This information will be provided to you by your USC Contact Person during your site induction.

## 7.4.1 Emergency contacts.

**In the event of an emergency, phone: Police, QFES and Ambulance: 000** (or 0-000 from an internal phone)

Give details of:

- type/nature of emergency
- exact location
- if there is any injury or illness
- your name and location and contact details

Always follow instructions of emergency personnel.

At USC Sunshine Coast, Safe USC operates 24 hours/day. All Safe USC personnel are trained in advanced first aid and should be contacted immediately after contacting the emergency service. They can assist in stabilising the situation and ensure easy access to USC by emergency vehicles.

#### **SAFE USC EMERGENCY CONTACT (ALL CAMPUSES):**

5430 1168 (or 1168 from an internal phone)

If the matter is not urgent but Safe USC is required, call 5430 1168 (or 1168 on an internal phone).

If you are working for USC, but not at one of our Campuses, please ensure that you are aware of the emergency procedures for this site. If you are unsure, contact the person who has contracted your services.

All Contractors are responsible for the security of their own property while at USC.

## 7.5 Near miss, hazard and incident reporting

Any near miss, hazard and/or incident observed or injury/illness witnessed must be reported to the USC Contact Person who will assist with filling out appropriate forms. This should be done as soon as practicable.

### 7.5.1 Notifiable incidents

Any incident that constitutes a notifiable incident in accordance with WHS legislation is to be reported to USC HSW immediately on 5430 2820 (or 2820 on an internal phone).

## 7.6 First aid

Contractors are responsible for the first aid needs of their staff. If first aid cannot be provided by the Contractor contact Safe USC 5430 1168 (or 1168 on an internal phone)

If you are not working at USC Sunshine Coast, please ensure you are aware of how to obtain first aid. If you are unsure, contact the person contracting your services.

## 7.7 Concerns and questions.

Any concerns or questions should be directed to the Contractor's USC Contact Person.

Further information is available on the USC Health, Safety and Wellbeing webpage: [usc.edu.au/hsw](http://usc.edu.au/hsw)





Locked Bag 4 | MAROOCHYDORE DC QLD 4558 AUSTRALIA  
Tel: 07 5430 1234 | Fax: 07 5430 1111

[usc.edu.au](http://usc.edu.au)