

Health and Safety - Contractor Classification Procedure

Section 1 - Summary

(1) This Procedure classifies the types of contractors who are engaged by Victoria University (VU) and directs the Manager or Employee to the appropriate contractor management procedure (i.e. general contractors, capital planning or outsourcing major services). These procedures are then used to ensure the health and safety of contractors and any other people who could potentially be affected by the contractor's activities.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Chief Human Resources Officer
Responsible Officer	Chief Human Resources Officer

Section 3 - Scope

(2) This Procedure applies to all Managers/Employees who are involved in the selection, management and monitoring of contractors who work at any VU site or on behalf of VU.

Section 4 - Definitions

(3) General Contractors - Tier 1: Services provided by contractors who work with or on the University's services (e.g. electricity, gas, plumbing, etc.), processes, equipment or buildings and/or they complete work involving the use of chemicals or machinery. Examples include but are not limited to:

- a. Servicing/maintenance/installation of equipment;
- b. Minor construction work;
- c. Monitoring of equipment;
- d. Cleaners and gardeners;
- e. Technicians servicing equipment;
- f. Delivery activities which are consistent with the above definition;
- g. Catering for major events which are consistent with the above definition.

(4) General Contractors - Tier 2: Services provided by a contractor where they work directly with students and/or members of the public. Includes consultants/contractors who work in an office based environment. The work undertaken by these contractors is considered lower risk than work done by Tier 1 contractors. Examples include

support in the following areas:

- a. Research e.g. medical practitioners;
- b. Sports Centre e.g. gym instructors;
- c. Lecture Theatres e.g. lecturers;
- d. Office Support i.e. office based, e.g. VC office, People & Culture, Student Office etc.;
- e. Performers e.g. dancer, magician.

(5) Visitors: are those people who are not in direct contact with the university's services, processes or equipment and/or the use of chemicals or machinery. Examples include:

- a. Servicing vending machines;
- b. Telecommunication providers;
- c. One off training session for new equipment;
- d. Delivery people.

(6) Capital Planning Projects - Minor Works - Works costed at less than \$350K.

(7) Capital Planning Projects - Major Capital Works - Works costed at more than \$350K.

(8) Outsourcing Major Service(s): Services provided by a contract company that involves outsourcing major services on behalf of the university.

(9) Services which are costed at more than \$250K per year and are considered to be high risk. Examples include:

- a. Security services for VU campuses;
- b. Cleaning services for VU campuses;
- c. Trade contractors (and sub-contractors) completing works on behalf of VU;
- d. Contractors engaged in complex and high risk procedures e.g. working at heights, confined space, penetrating walls;
- e. Contractors conducting activities in high risk work environments e.g. working on live road(s) or around public pedestrian movement areas;
- f. Contractors working with hazardous materials or dangerous goods e.g. asbestos or chemical contamination.

(10) Events Management: Refers to the variety of events and functions that are held on VU premises and offsite which may or may not be managed directly by VU staff. Examples include:

- a. Craft stalls;
- b. Multicultural, arts events, band competitions, use of amusement structures;
- c. Orientation Day, Open Day;
- d. Examinations at Melbourne show grounds;
- e. Conferences, Graduations ceremonies.

Section 5 - Policy/Regulation

(11) See [Health and Safety Policy](#).

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Manager / Employee initiating the contract	<ul style="list-style-type: none">- Classify the contract based on the scope of work and the definitions listed above.- Use the appropriate contractor management procedure for the contract classification.- Notify procurement of the contractor's classification.- Manage that contract or service based on the requirements outlined in relevant contractor management procedure (i.e. general contractor, capital planning, outsourcing major services).
OHS Team	<ul style="list-style-type: none">- Provide health and safety advice as required.- Assist in classifying a contract or an event if classification is problematic.

Part B - Procedures

(12) The procedure for the engagement of contractors varies according to whether the contract is classified as:

- General Contractors
- Capital Planning
- Outsourcing Major Service(s)
- Events Management

(13) The manager or employee responsible for initiating a contract will, depending on the scope of the work, classify the contract in accordance with the definitions listed above.

(14) If the classification of the contract is problematic, the health & safety team should be contacted for further advice as it is recognised that the services provided by some contractors are not easily classified and that further clarification may be required.

(15) Following classification, the specific contractor management procedure (listed below) needs to be followed:

- General Contractors - Tier I, Tier 2 or Visitors:
Refer [Health and Safety - Contractor Management Procedure - General Contractors](#)
- Capital Planning Projects:
Refer Health Safety and Wellbeing - Contractor Management Procedure - Capital Planning Projects (pending).
- Outsourcing Major Service(s)
Refer [Health and Safety - Contractor Management Procedure - Outsourcing Major Services](#)
- Events Management
Refer Health Safety and Wellbeing - Events Management Procedure (pending).

Section 7 - Guidelines

(16) Nil

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