

## HEALTH ENVIRONMENT SAFETY SECURITY (HESS) GUIDELINES

	Event /Issue	HESS Roles and Responsibilities	
		University of the South Pacific	Contractor
<b>1</b>	<b>Induction</b>	<ul style="list-style-type: none"> <li>▪ The USP representative is to conduct the contractor safety induction before the work commences on site.</li> <li>▪ The signed contractor induction checklist will be filed for audit purposes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A copy of the signed contractor induction checklist should be emailed back to the USP representative.</li> <li>▪ The contractor is to ensure all their staff and subcontractors attend the induction before mobilizing the site. It is the responsibility of the contractor to induct new staff who join the site crew thereafter using materials provided by the USP team.</li> </ul>
<b>2</b>	<b>Safety at worksite</b>	<ul style="list-style-type: none"> <li>▪ Staff and Student advisories are to be sent regularly as required to keep everyone informed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The contractor is to ensure the following:               <ul style="list-style-type: none"> <li>- Site safety barriers, fences, bollards, signage, and lockout &amp; tagout tags are placed around the work site.</li> <li>- The contractor staff should ensure PPE is worn at all times by workers at the worksite area.</li> </ul> </li> </ul>

3	<p align="center"><b>Permits</b></p>	<p><b><u>Working at Heights Permits</u></b></p> <ul style="list-style-type: none"> <li>Any works carried out above 1.8 meters require working at heights permit.</li> </ul> <p><b><u>Hot Works Permit</u></b></p> <ul style="list-style-type: none"> <li>Any Hot Work is carried out, such as welding, grinding, cutting, brazing, etc.</li> </ul> <p><b><u>Confined Space</u></b></p> <ul style="list-style-type: none"> <li>Any works carried out in confined or enclosed spaces, such as lift shafts, tanks, etc. Assess site for risk of Asphyxiation and proper ventilation; Coordinate with USP for any underground/concealed services.</li> </ul> <p><b><u>NB:</u></b> Conduct the necessary site risk assessments for the works. Above mentioned works require a permit. All Safety measures need to be implemented before the permit is issued. All copies of the permit must be emailed by the contractor to the USP representative every week.</p>	<p><b><u>Working at Heights Permits</u></b></p> <ul style="list-style-type: none"> <li>Any works carried out above 1.8 meters require working at heights permit.</li> </ul> <p><b><u>Hot Works Permit</u></b></p> <ul style="list-style-type: none"> <li>Any Hot Work is carried out, such as welding, grinding, cutting, brazing, etc.</li> </ul> <p><b><u>Confined Space</u></b></p> <ul style="list-style-type: none"> <li>Any works carried out in confined or enclosed spaces, such as lift shafts, tanks, etc. Assess site for risk of Asphyxiation and proper ventilation; Coordinate with USP for any underground/concealed services.</li> </ul> <p><b><u>NB:</u></b> Conduct the necessary site risk assessments for the works. Above mentioned works require a permit. All Safety measures need to be implemented before the permit is issued. All copies of the permit must be emailed to the USP representative every week. A copy of the permit should be made available at the worksite.</p>
4	<p align="center"><b>Injuries and Incidents</b></p>	<ul style="list-style-type: none"> <li>USP Security / USP Project Supervisor shall immediately notify the USP OHS of any incidents, injuries, or emergencies reported to them by contractors.</li> </ul>	<ul style="list-style-type: none"> <li>Contractors shall ensure that all injuries and incidents occurring within their designated work site are reported to USP Project Supervisor immediately.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ USP OHS may issue a <b>STOP WORK</b> order at contractor work sites if serious safety hazards may cause the injury or incident.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The contractor is responsible for providing first aid kits, and medical treatment to their staff or sub-contractors or public injured at their site to health facilities. The contractors must ensure that they nominate certified first aiders once they are awarded the project. The names will be given to the person responsible for the site once they commence with the project. For any medical emergencies, please call an ambulance.</li> <li>▪ Contractors are responsible for reporting workplace injuries to relevant government authorities as per the current Workman Compensation Act and regulation.</li> </ul>
5	<p><b>Building fire and utility, power, water services or removal of firefighting equipment Excavation works</b></p>	<ul style="list-style-type: none"> <li>▪ Through ALL STAFF ALL STUDENT email, USP will disseminate advisory of any utility disruption to a building or campus due to works by the contractor following the internal communications approval process.</li> <li>▪ The USP Project Supervisor is to make the contractor aware of the building or fire assembly area, evacuation procedures, and fire response procedures.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The contractor shall not disconnect, remove, damage, or tamper with any fixed building utility, e.g. water, power, IT, fire services, and firefighting equipment unless E&amp;I has been notified and approval is given from the USP Project Supervisor.</li> <li>▪ The contractor shall not dig, or excavate any grounds or roads until clearance has been obtained from the USP Project Supervisor or Utility authorities (for main grid connection) to proceed.</li> </ul>

			<ul style="list-style-type: none"> <li>▪ The contractor shall immediately notify the USP Project Supervisor if any USP Building or campus utility, e.g. building or underground water pipes and sewer lines, overhead power lines, internet, electrical and telephony cables, has been unintentionally damaged or broken.</li>   <li>▪ Where deactivation of the building fire detection and alarm system is required, the contractor is to inform the USP Project Supervisor at least three working days before disconnection.</li>   <li>▪ The contractor must ensure that they nominate their emergency warden once they are awarded the project. The names will be given to the person responsible for the site during the OHS induction.</li>   <li>▪ In the event a building fire alarm Siren is activated where contractors are working, they are required to evacuate to the fire assembly area with other building occupants and assemble as a group with site supervisors. The emergency warden should carry out a roll call to ensure all their staff are assembled in the assembly area.</li> </ul>
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6	<b>General</b>	<ul style="list-style-type: none"> <li>▪ The project supervisor should liaise with the contractor to carry out site inspection with USP OHS once a week.</li> <li>▪ Written feedback for areas of improvement will be.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contractor-designated site supervisors and safety staff shall monitor daily attendance and conduct safety checks and briefings to staff on site.</li> <li>▪ The contractor shall ensure that housekeeping and tidiness of the worksite are maintained at all times.</li> <li>▪ The contractor shall inform the USP Project Supervisor of any extension of working hours and weekends within the worksite at least 48 hours before the day of work.</li> </ul>
7	<b>Security Arrangements at Work Site, Property, Personnel</b>	<ul style="list-style-type: none"> <li>▪ USP is not liable for any theft or damages to contractor property at any time.</li> <li>▪ USP Security shall assist in reporting to the Police, providing additional information (upon the issue of a search warrant ) to assist with the police investigation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The contractor shall be responsible for their worksite 24/7 security arrangements to secure their property, vehicles, and assets against theft and damages.</li> <li>▪ The contractor shall provide the USP Chief Security officer with an updated list with ID photos of all their workers and vehicle license numbers engaged in works on campus to facilitate their passes into campus.</li> </ul>

		<p>USP Security reserves the right to spot-check and detain any vehicle or employee and demand for their ID at any time.</p> <ul style="list-style-type: none"> <li>▪ USP Security carries out an internal investigation process. If anyone is suspected of being engaged in criminal activities whilst at work on campus, then the case is referred to the Police for investigation.</li> <li>▪ USP Security shall assist contractors in traffic control for the movement of large vehicles and parking on site.</li> <li>▪ The USP Project Supervisor shall advise USP Security of any after-hours and weekend works done by Contractors as and when they occur.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contractors shall not remove any USP Property from any campus unless a USP asset disposal form has been provided and given to the USP Security office beforehand.</li> <li>▪ Contractors shall ensure their workers do not engage in criminal activities whilst at work on campus and shall refer such cases to the Police for investigation.</li> <li>▪ The contractor should ensure that they follow all road rules, and fines may apply as per the contract.</li> </ul>
8	<p><b>Natural Disasters &amp; Disaster Management</b></p>	<ul style="list-style-type: none"> <li>▪ The USP Project Supervisor shall inform contractors of any USP DISMAC advisories as soon as it's made known.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The contractor shall STOP WORK and follow all advisories that are sent by USP project Supervisors. It is the responsibility of the contractor to secure their worksites, and assets and make safe any potential hazards</li> </ul>

		<ul style="list-style-type: none"> <li>▪ During the induction, the project supervisors are to instruct contractors on tsunami evacuation routes and evacuation sites</li> <li>▪ USP is not liable for any injury, damage, or destruction of the contractor's assets, vehicles, or personnel during natural disasters</li> </ul>	<ul style="list-style-type: none"> <li>▪ During Tsunami Evacuations, worksites are to STOP WORK, proceed to the nearest tsunami evacuation site, and await further instructions. The emergency warden needs to do roll call for their staff</li> <li>▪ Contractors are advised to take natural disaster insurance cover for property and assets</li> <li>▪ In the event a Tsunami Siren is activated where contractors are working, they are required to evacuate to the Tsunami assembly area with other building occupants and assemble as a group with site supervisors. The emergency warden should carry out a roll call to ensure all their staff are assembled in the assembly area.</li> </ul>
<b>9</b>	<b>Waste Management</b>	<ul style="list-style-type: none"> <li>▪ The USP contracts administrator or designates is responsible for educating contractors on proper USP waste disposal procedures about construction and hazardous waste.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contractors are responsible for the clean and hygienic cleaning and clearing of waste from their worksite daily. Only non-construction waste can be disposed of in USP-provided trolley bins and SCC cages on campus</li> </ul>

		<ul style="list-style-type: none"> <li>▪ USP contracts administrator shall spot-check waste disposal points of contractor work sites for compliance with USP procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contractors are responsible for collecting and storing their construction waste and litter in their waste skip bins and bags and are responsible for its removal from campus and disposal regularly at their own cost.</li> <li>▪ For hazardous waste materials, for example, asbestos and chemicals, contractors are to directly dispose of this waste at the landfill or designated disposal facility under the supervision of environmental authorities.</li> <li>▪ Contractors should not dispose of construction waste and litter into campus grounds and forests, campus environment, mangrove swamps, drains, and sewer lines.</li> </ul>
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