



# HSEM BULLETIN

## Contractor Management

### Who needs to read this?

All Curtin University Responsible Officers/Supervisors/Contact and Contractors.

### IMPORTANT REMINDER NOTICE

All contractors/sub-contractors undertaking works at any Curtin University campus or facility will be required to have available on request:

- Curtin issued Work Request/Order
- Curtin issued and approved Permit(s)
- Company approved SWMS and JSA for the specific task and location
- Any licences eg: High Risk Licence, applicable to the works being undertaken

Where these are not available for verification or the works are not being undertaken in strict compliance with the documents, the contractor will be required to immediately cease work, make the area safe and leave the worksite and discuss this with their Curtin Contact/Representative.

Note: All Project work, including construction, refurbishments; will be undertaken as per the agreed Contract terms and approved Safety Management Plan. Where Permits have been issued by Curtin, these shall be made available on request during site inspections.

### Who do we call with questions?

If you have any queries, please contact Health, Safety and Emergency Management on 9266 4900 or email [healthandsafety@curtin.edu.au](mailto:healthandsafety@curtin.edu.au).

### Date of Issue

22/05/2018