



# UNIVERSITY OF WESTERN CAPE (UWC)

## POLICY AND PROCEDURES WITH RESPECT TO SERVICE PROVIDERS, CONTRACTORS & SUB-CONTRACTORS

DATE OF LAST APPROVAL: C2007/2



UNIVERSITY OF  
WESTERN CAPE

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POLICY & PROCEDURES  
with respect to

**SERVICE PROVIDERS, CONTRACTORS & SUB-CONTRACTORS**

The following General Safety, Health and Environmental protection rules will be applicable to all service providers, contractors and sub-contractors coming onto the main campus (or any satellite campus) of the University of the Western Cape:

**GENERAL**

- A.** The following rules are a guide for all Service Providers, Contractors and Sub-Contractors doing work for the University of the Western Cape (including any of UWC's satellite campuses)
- B.** All Service Providers, Contractors and Sub-Contractors must comply with the Occupational Health and Safety Act (Act 85 of 1993) as well as the Regulations promulgated in terms of this Act the Compensation for Operational Injuries and Disease Act, Act 61 of 1997, and any other legislation and bye-law promulgated in the interest of Occupational Safety, Health and Environmental Protection and Conservation.
- C.** The terms "Contractors", "Sub- Contractors" and "Service Providers" will be understood to include any person, sole proprietor, partnership, closed corporation or any other business venture under contract, oral or written.
- D.** UWC will at all times have the right to request *proof* that the contractor is competent, certified, registered with the Department of Labour, Workman Compensation Commission and adheres to any applicable legislation.
- E.** The following safety rules must, normally and whenever practicable, be complied with:
  - 1. All accidents/incidences must be reported to the UWC Safety, Health and Environment Department extension 3350 and the UWC person coordinating the contracts.
  - 2. All cost associated with accidents/incidents will be borne by the relevant contractors sub- contractor or service provider, and UWC will charge the contractors should it be required to assist in payment of any costs associated with such accidents /incidents.
  - 3. Contractors, sub-contractors and service providers must supply their employees with a suitable first aid *box* with the minimum contents as provided for in terms of the Occupational Health and Safety Act.
  - 4. Contractors, sub-contractors and service providers must appoint a responsible person for Health and Safety and Environment Protection and Conservation who will liaise with the UWC SHE Officer.
  - 5. Contractors, sub-contractors and service providers must display warning signs, security signs and barriers where needed before commencing work.

6. The material and equipment of contractors, sub-contractors and service providers may not obstruct:
  - Aisles or emergency exits;
  - Fire fighting equipment;
  - First aid equipment;
  - Electrical distribution boards;
  - Emergency units; and/or
  - Stairways.
7. Work areas must be kept clean, waste and scrap must be disposed into bins provided.
8. Protruding nails and objects must be removed from boards, etc.
9. Containers of flammable, combustible and hazardous material must be clearly labeled and kept close when not in use.
10. Contractors, sub-contractors and service providers must remove all debris from the work area at the end of each day where reasonably practical.
11. The UWC SHE Officer reserves the right to inspect the following on a regular basis-
  - Work site;
  - Materials;
  - Equipment; and/or
  - Personal protection equipment, clothing, training and issued reports
12. Personal protection equipment must be worn as promulgated in general safety regulation 2 issued in terms of the Occupational Health and Safety Act, e.g. safety shoes where the possibility of a foot injury exists.
13. Contractors, sub-contractors and service providers are responsible for the provision of PPE and C and training of their employees in the correct **use**.
14. Smoking is prohibited in all UWC buildings.
15. All vehicles must be parked in authorized parking areas only.
16. All gas cutting and welding equipment must comply with General Safety regulation 9 issued in terms of the Occupational Health and Safety Act.
17. The use of UWC extension cords/leads is strictly prohibited.
18. Temporary lights may not be suspended from electrical cords.
19. Substantial barriers must guard wall and floor openings.
20. All ladders must be inspected before and after use.
21. **NO** mushroom head chisels are to be used for chiseling.
22. Ear, eye and face protection must be worn where the potential of injuries exists.
23. Contractors, sub-contractors and service providers must undertake in writing that, where relevant and/or applicable, they have informed their employees of these rules.
24. The employees of contractors, sub-contractors and service providers must clearly be identify, e.g. by appropriate overalls.
25. The following are normally items prohibited on UWC's main campus and its satellites:

- Illegal substances, e.g. drugs;  
Fire arms;  
Alcohol; and  
Any offensive weapon.
26. Depending on the length of the contract, staff employed on a contract may be issued with temporary Access cards.
  27. Material, equipment and personal effects **MUST** be declared at security personnel on entering the premises.
  28. Contractors, sub-contractors and service providers **MUST** have public liability insurance.
  29. No use shall be made of UWC equipment without prior authorization.
  30. Discipline regarding Occupational Safety, Health and Protection shall be enforced at all times.
  31. All contractors, sub-contractors and service providers must provide their full cooperation to ensure that their employees conduct their tasks safely and that health and safety policies and procedures are not prejudiced by non-compliance.
  32. If a contractor, sub-contractor and service provider fails to comply with the above policies, rules and/or procedures a period of one week will normally be allowed for compliance, thereafter the particular contract may be terminated by the University.
  33. The University, through its appointed safety office, will be empowered to stop any operation until compliance with the above rules are met.

### **REQUIREMENTS PRIOR TO COMMENCEMENT OF WORK**

No contractor, sub-contractor or service provider will commence any work/business on the premises of the University unless and until:

- (1) SHE Officer
- (2) Contract coordinator
- (3) Technical Services HOD
- (4) Work coordinator
- (4.1) Health and Safety completed appointment forms
- (4.2) provided proof that the service provider is registered with the Workman compensation commissioner.
- (4.3) The SHE Officer, fire Officer and Security HOD has explained the Safety Health, Environment, Fire and Security rules to all.

G. Adonis  
SHE Officer

Approved: \_\_\_\_\_  
Robert Quinn (Operations Director)

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**Decision:** Council approved the report including the -

- 9.3.1. Policy and Procedures with respect to Service Providers, Contractors and Subcontractors.