

City University of Hong Kong

Policy on Control of Egress and Access to the University by Contractors and Vendors

1. Aim

- 1.1 The University recognizes that safety-, security- and cleaning-related problems are sometimes associated with contractors or vendors entering to work or to provide service in Campus area.
- 1.2 The purpose of this document is to formalize the arrangements for the control of egress and access to the University by contractors and vendors.

2. Contractors or vendor Under Control by this Policy

This policy applies to:

- 2.1 All contractors whose workers carry out repairs, maintenance, construction, alterations, maintenance improvements, extensions and additions within the City University's Campus or buildings.
- 2.2 All vendors whose workers supply and set up equipment within the City University's Campus or buildings taking more than 3 days.

3. Control Procedures

- 3.1 All contractors and vendors must appoint a Site Representative to liaise with the responsible department of CityU which is the Department / Office / Centre that employs the contractor or vendor.
- 3.2 Before starting work in any parts of the Campus, the Site Representative is required to fill in a Work Permit application which has to be endorsed by the Project Manager or Equipment Purchase Requestor of the responsible department of CityU.
- 3.3 On the first day or the day before work, the Site Representative is required to report and present the endorsed Work Permit application at the security counter (Room G1501) where he will be issued the required number of worker vests and briefed of the CityU house rules. Worker vests will bear the name of the Department / Office / Centre for which the worker works.
- 3.4 All contractor and vendor workers are required to wear worker vest while working in the Campus.
- 3.5 The Site Representative are required to inform the security counter (Room G1501) upon completion of work and return all worker vests issued in clean and good working conditions.

4. General House Rules

The following General House Rules should be strictly observed by all contractors and vendors within CityU campus.

- 4.1 Provide full protections to all staff, students and properties during work.
- 4.2 Wear worker vest issued by Facilities Management Office (FMO) at all times.
- 4.3 Keep all access and corridors clear of any stored materials.
- 4.4 Do not force open any door locks or wedge doors open.
- 4.5 Noise has to be minimized during office and school hours except by special arrangement.
- 4.6 Smoking in both indoor and outdoor area of the University is not allowed.
- 4.7 Dress-up in clean and appropriate clothing is required while working on Campus.
- 4.8 Gambling on campus is strictly prohibited and offenders will be expelled from campus immediately.
- 4.9 Clear all rubbish daily or as directed.
- 4.10 Keep the toilets clean.
- 4.11 Only designated lifts authorized by FMO can be used for transporting of construction materials and other activities during specified hours.
- 4.12 Carry out works in accordance with good trade practice and in a safe manner.
- 4.13 Switch off electricity, water and gas at the worksite at the end of every working day.

5. Rules for the Construction Workers

Contained in the Safety Handbook for Contractor's Work.

6. Responsibilities

- 6.1 Project Manager are mandatory required to perform an impact assessment of the work to be carried out and to give prior notice of the impact of work to concerned and affected parties of daily activities and locations.
- 6.2 All Equipment Purchase Requestors of Department / Office / Centre responsible for acquiring the services have the responsibility to notify their vendors the requirement of reporting first to the Lower Security Office when entering the Campus.
- 6.3 The security guards of FMO will conduct regular patrols and observations and are empowered to report, warn, remove and halt any activities and/or workers who are observed to be in violation of the General House Rules.
- 6.4 Project Manager and Equipment Purchase Requestors have the responsibility to arrange contractors and vendors access/exit and ensure key(s) are returned immediate after use, door(s) are locked and worksite is inspected. No keys will be passed or issued to the contractor unless approved by FMO.
- 6.5 Project Manager and Equipment Purchase Requestors have the responsibility to supervise and monitor contractors' and vendors' performance and compliance with General House Rules and, if applicable, requirements laid down in the Safety and Environmental Protection Handbook for Contractor's Work.
- 6.6 Contractors and vendors are required to compensate any loss incurred to CityU including damage to worker vest.
- 6.7 Project Manager and Equipment Purchase Requestors are required to notify security counter (Room G1501) on a daily basis the number of contractor workers working for them on Campus and their activity location(s).