

Construction Work Policy

Approving authority	Vice President (Corporate Services)
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Description	This policy describes the management arrangements for construction work carried out on Griffith University's campuses.
Next scheduled review	2018
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Related documents

[Construction Code of Practice 2013](#)
[Electrical Safety Act 2002](#)
[Electrical Safety Regulation 2013](#)
[Electrical Safety Policy](#)
[Financial Management Practice Manual](#)
[Griffith University Act 1998](#)
[Risk Management Policy](#)
[Safe Design of Structures Code of Practice 2013](#)
[Work Health and Safety Act 2011](#)
[Work Health & Safety Regulation 2011](#)

[\[Foreword\]](#) [\[Purpose\]](#) [\[Definitions\]](#) [\[Policy\]](#) [\[Responsibilities\]](#) [\[Requirements\]](#) [\[Monitoring\]](#) [\[Review\]](#)

1. FOREWORD

The Griffith University Act 1998 declares that Griffith University is a Statutory Body under the Statutory Bodies Financial Arrangements Act 1982. As a Statutory Body Griffith University has obligations to ensure that construction work including building and maintenance work is carried out in accordance with the standards prescribed in Queensland legislation.

Griffith University also has obligations under the Work Health and Safety Act 2011 to ensure that the health and safety of its employees and others is not affected by the way Griffith University conducts its undertaking.

2. PURPOSE

The purpose of this policy is to set out the management arrangements for construction work including building and maintenance work carried out on Griffith University's campuses.

3. DEFINITIONS

3.1 Construction work

any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. It includes the removal from the workplace of any product or waste resulting from demolition.

3.2 Building work

- includes building, repairing, altering, underpinning, moving or demolishing a building or other structure; or
- excavating or filling, or
- supporting, whether vertically or laterally, land for the above activities

3.3 Maintenance work

all actions necessary for retaining an item or asset in or restoring it to a safe and operational condition (i.e. in a state in which it can perform its required functions).

3.4 Structure

anything that is constructed, whether fixed or moveable, temporary or permanent. A structure includes:

- a building, edifice, fence, bridge, earthworks, landscaping, road, tunnel, excavation, and overhead electrical wiring including data processing cabling;
 - any component of a structure;
 - part of a structure.
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4. POLICY

It is Griffith University's policy that all construction work carried out at Griffith University must be in accordance with policies and procedures determined and approved by the Director, Campus Life.

5. RESPONSIBILITIES

Heads of Elements shall ensure that the requirements of this Policy are implemented and that all construction work is carried out by Campus Life.

The Director, Campus Life has the responsibility and authority for the overall coordination and management of arrangements for construction work carried out on behalf of Griffith University.

The Chief Technology Officer has the delegated authority to approve construction work relating to the installation of communications cabling within existing facilities following consultation and approval from the Director, Campus Life. Particular consideration shall be given to protecting the integrity of fire compartments and the effective management of asbestos related risks when undertaking this work.

6. REQUIREMENTS

- 6.1 Any Element requiring any construction work and maintenance work to be undertaken must request the work in writing using either:
[Facilities Assist](#) or griffith.edu.au/facilities-assist
 - 6.2 The Chief Technology Officer shall advise the Director, Campus Life of works being undertaken in advance of commencement.
 - 6.3 Prior to the commencement of construction work including any building and maintenance work which requires a Building Application, such an Application must be lodged with, and approved by a Griffith University approved Building Surveyor (c/-Campus Life).
 - 6.4 At the completion of the work the Director, Campus Life must be notified.
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7. MONITORING

The Director, Campus Life shall monitor compliance with this Policy, and the effectiveness of the ongoing management and implementation.

8. REVIEW

The Director, Campus Life shall review the relevance and effectiveness of this Policy at least annually in conjunction with monitoring findings, legislative changes, responses to accidents/incidents, or where other proposals are made as part of Griffith University's Procedures Manual, or best practice.