

Integrity 1

Work Place Health & Safety Policy

for Induction of all Team
Members and Contractors
working at Integrity 1

Using this pocket book

- o Integrity 1 's Office of Security and Facilities Management (OSFM) has produced this handbook to assist all contractors and their staff, and our own employees, to work safely on various Complex sites.
- o Its pocket size makes it easy to keep handy, on your person or in your toolbox.
- o If you are unsure of something, we hope this book gives you enough information to contact someone who does or to make the right decision that satisfies everyone and keeps everyone safe.
- o The Complex's requirements relating to people, property and the environment are clearly described.
- o Everyone working on Complex sites is expected to meet these requirements.
- o If there is a difference or conflict between a Contractors' own WH&S & Environment standards and those of Integrity 1 – the standard that provides the higher level of safety protection must be adopted.
- o Authorized Complex officers will endeavour to explain the local rules to contractors and their staff and Complex employees.
- o However, the legal responsibility to actually work safely remains with the employee, contractor or worker at all times.

What's in it?

This pocket book is separated into 4 major parts for easy reference. An alphabetical index at the back will also help find topics.

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Part 1 - General information and safety rules

Part 2 - Hazards & Risk Management at Integrity
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Alphabetical index

Where else can I get information?

Further information about legal requirements can be obtained from local offices of the various State Government departments or on their web sites.

Extra Information available from the following Qld Government web sites:

Workplace Health & Safety Qld

<http://www.whs.qld.gov.au>

Electrical Safety Office

<http://www.eso.qld.gov.au>

Environmental Protection Agency

<http://www.epa.qld.gov.au>

Dept of Emergency Services

<http://www.emergency.qld.gov.au>

F6585 - Pocket Guide for
Induction of Contractors and
Trade Employees working at
Integrity 1

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Welcome to Integrity 1

Integrity 1 has Many Sites, most of which are set in environments that provide public access, to work, shopping facilities and recreation.

Many people attend these Complex's every day.

There are some issues that are so important, that having a clear understanding of them, is a condition of entry to Complex sites for all visitors, employees, contractors and their staff.

1. The Complex is committed to providing a safe and healthy working environment for everyone. We strive to ensure that all work and public activities, infrastructure and systems on Complex Sites comply with relevant laws or standards as a minimum.
2. We greatly value the protection of our sites & local environment. We make every effort to ensure that day-to-day activities don't damage that environment. With so many different activities taking place every day, even small incidents in our environment can cause serious damage.
3. The Office of Facilities Management has as one of its goals that it provides "the Best Environment for Learning". By reading, understanding and using the information in this handbook, everyone working on the Complex's Sites will help us fulfill that goal.

Anthony Rudowski

Director of Facilities Management



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Part 1

General Information & Safety Rules

Your basic legal obligations

Contractors and Integrity 1 employees

As a contractor or Integrity 1 employees working on Complex grounds, you are legally required to:

- Ensure your own health and safety
- Ensure the safety of contractors, their employees or subcontractors
- Avoid placing anyone else at risk during your work

In a nutshell:

- o Ensure you, your staff or subcontractors recognize job hazards & risks and follow safety procedures or safety plans.
- o Notify your Security Co-ordinator or the Office of Facilities Management (Integrity 1 Management) of safety hazards observed.
- o Comply with workplace health and safety and all other instructions given by authorized Complex staff.
- o Use personal protective equipment as trained and supplied.

- o Ensure your staff and subcontractors are trained and technically, professionally or legally competent to do the work.
- o Comply with evacuation procedures in place throughout the Complex or when directed by an emergency control organization [ECO] officer.
- o Ensure that all plant, equipment, tools and testing meters provided & used are suitable for the work and safe to use.

Disciplinary action

Integrity 1 regards breaches of safety and environmental rules or laws very seriously.

Nominated safety or environmental Complex officers may undertake random area inspections at any time. Contractors will be required to correct problems or behaviour as soon as practical.

Where there is repeated failure or non-compliance, the Contractor may be instructed to leave the site until the issues are resolved.

Preparing to Work on Complex Grounds

Registration of contractors

- o All building & related trades' contractor companies must be registered with Integrity 1.
- o The registration process requires a contractor to provide specific information about insurance

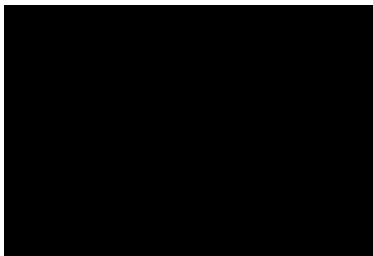
quality assurance, WH & S certification, technical competency and experience in similar work.

- o The contractor may be required to submit a generic health; safety and environment work method plan for the type of work they generally undertake.

Before the job starts

For all Security or work, at least one pre-job start meeting must be held between the contractor and the Security Co-ordinator before commencing work, to discuss:

- o The scope of the Security or work
- o Major safety hazards or risks associated with the work or Security
- o How the work will be performed
- o Arrangements for isolation of services
- o Other specific safety controls for the particular job.
- o The need for safety plans
- o The requirement for Prescribed Work Permits for very high risk jobs



Safety plans

For some jobs, the contractor may be asked by the Security Co-ordinator to develop a Safe Work Method Statement

[SWMS] or a Security Safety Plan [PSP], depending on the complexity of the planned job or work.

Generally, a safety plan for the work should be specific to the Complex site issues or hazards to be encountered. However, it is acceptable that certain parts of a safety plan are generic; provided that the work is always performed this way and the risk remains controlled adequately each time the job or task is done.

- o If there is likely to be significant variation to the job or it's a one off, the contractor may be asked to provide a separate work method statement specific to that job.
- o Employees undertaking high-risk work tasks will need to undertake a risk assessment with the Security co-ordinator.

Jobs requiring safety plans:

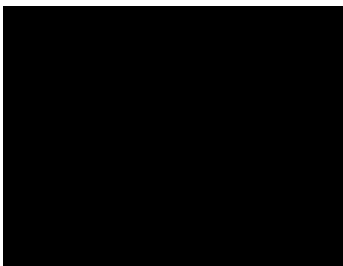
- o Entering trenches more than 1.5 metres deep
- o Using powder actuated hand held fastening tools [only allowed on non occupied fenced construction sites]
- o Using or entering a confined space
- o Using hazardous substances
- o Work at heights over 2.4 metres
 - o On any roofs with pitch greater than 26 °
- o Demolition work
- o Asbestos removal

- o Any other jobs which are likely to pose significant risk [as requested by Security co-ordinator]

Contractors are required to ensure their employees and subcontractors follow their safety plan or work method statement, or the conditions set out in a prescribed work permit.

Contractor & Integrity 1 employee induction

All construction contractors and their workers must have completed a General Construction Industry Workplace Health & Safety Induction course with a Queensland Accredited Training Provider.



Industry induction cards or certificates must be produced on request, to the Security Co-ordinator, or other Integrity 1 authorized officer.

Contractors will provide induction training or information sessions for their own employees or subcontractors, about working safely on Integrity 1 sites.

All employees will receive induction training.

Certificates of competency

All Complex staff, contractors and their workers must hold the appropriate certificates of competency or licences for the plant, equipment or vehicles being used, or for activities being undertaken on site. This is a legal requirement.

Any individual operating this type of plant or contracting company performing prescribed activities ie: demolition or asbestos removal will be required to verify that they do hold the appropriate competency certificate.

Registration of plant

All Registrable plant which is brought onto Complex sites, must be currently registered with WH & S Queensland.

Refer to Schedule 3 – Registrable Plant – Workplace Health & Safety Regulations 1997

Arriving on site

General work permits

When arriving on site each time to work, the contractor must notify their Security Co-ordinator of their presence on site, at the start of each work day or period.

The Security Co-ordinator will organize a general work permit for each contractor group or individual.

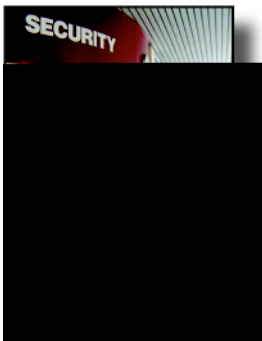
General Work Permits control access or authorise:

- o Work on critical Complex plant or areas
- o Isolation of essential services
- o Clearances to enter special risk work areas
e.g.: laboratories

General Work Permits do not include Prescribed Work Permits. Prescribed Work Permits are for designated high-risk work and are arranged through your Security co-ordinator. Refer Prescribed Work Permits

Signing in

- o All contractors and their workers must sign for a general work permit each day at Site security or other nominated sign in point and receive their contractor identification badge.
- o At the end of the day or work period, each contractor worker must sign off site and return their identification badge.



- o ID badges are not to be taken off site overnight. **This applies to all contractors.**

Personal Identification

The identification supplied by the Complex must be worn at all times whilst working on Site. Contractors should also display only Integrity 1 company logo on uniform clothing while on Complex grounds.

Keys

Contractors and Integrity 1 employees issued with Complex keys are responsible for their safekeeping. All keys issued to contractors must be returned to the to the point of issue each day. Loss of keys must be reported to Office of Facilities Management within 24 hours to maintain security. Contractors are liable for the costs associated with rekeying as a result of lost keys - this can be very costly.

Working on Complex sites

Working in occupied areas

An “occupied area” is any area inhabited by the public, staff, or other persons, or an area situated adjacent to the intended work area.

Work activities including construction, installation, alteration, repairs, maintenance, cleaning or painting, which might affect persons in an occupied area, must be done with regard to maintaining a safe and healthy working environment for everyone.

- o Pre-job risk assessment process should consult with building or area occupants or general public that may be affected by the intended work eg: specific risks, work methods, materials and equipment to be used.
- o If a contractor receives a complaint from staff or public, during the work, they should respond positively to the occupants but refer the matter to the Security co-ordinator immediately and Integrity 1 Global Management.

Timing of work

Timing of work must be negotiated between the Integrity 1 Security Co-ordinator and the contractor.

Where work is likely to disrupt occupants’ work e.g.: electrical disconnections to computers or sensitive equipment; loud noise, dust, constant movement etc, relocation of occupants should be considered, especially if work is likely to be done over a prolonged period.

Contractors should show due regard for the Complex's' need to maintain an environment which is suitable for public access, shopping, work, particularly around:

- § Residential buildings
 - § School Holiday periods
 - § Shopping Centre Trading Hours / times
 - § Events and Sales
 - § Or ceremonies
- o In some instances, it may be appropriate to request that occupants leave their individual work area for a very short period of time, while a particular task is done eg: drilling above door frame.
 - o If this is not practical, the job should be rescheduled with the Security Co-ordinator to a more suitable time.

Children on Site

Contractors are not to bring children on to Integrity 1 sites while performing work.

Harassment & inappropriate language

Offensive language (e.g. swearing), behaviour or harassment of any type, is not acceptable under any situation on any of the Complex's Sites. Behaviour such as whistling, unsolicited remarks of a sexual nature are specifically prohibited.

Offensive behaviour and/or language includes anything that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons, based on age, race, gender, pregnancy, parental status,

sexual orientation, transgender status, marital status, trade union activity, disability or medical condition.

Animals

Domestic animals, including dogs and cats are not to be brought onto Complex grounds.

Dogs accompanying people with disabilities or working security dogs are the only exception.

Native animals or birds are not to be fed while working on Site.

Smoking

- o The Complex's policy on smoking states that 'smoking is prohibited inside all buildings or parts of buildings under the Complex's control. Smoking is also banned in Integrity 1 vehicles.
- o Smoking is also prohibited within 5 metres of air intakes, external doors, open windows, ventilation louvers of buildings and in certain designated outdoor areas.
- o Please use the bins/trays provided for cigarette butts, not the bush or gardens.



Alcohol, other drugs & fatigue

Contractors are to ensure that their staff does not work on Complex sites while under the influence of alcohol or other drugs, or impaired by extreme fatigue.

Where it is observed that alcohol or other drugs may be affecting a contractor or an employee, the person or persons will be directed by the Security Co-ordinator or other Complex Authorized Person to cease work

immediately. The matter will then be referred to the contractor or supervisor for follow-up action.

Work area safety & security

- o Toolboxes and equipment sheds should be locked while not in use and after hours.
- o Gas bottles or other pressure equipment must be turned off at the cylinder at end of day.
- o Keys are to be removed from any machinery or vehicles while not in use.

The Complex is not responsible for damage, theft or loss of property whilst on site.

Barricades & fencing

Special attention must be given to ensuring clear access to all tactile indicators on pathways which are provided for visually impaired persons.

Contractors must supply and erect any necessary barricades, fencing & signage to legislated standard and appropriate to the work they are doing.

- o At all times, walkways and access ways are to be kept clear of contractors' vehicles, equipment & materials.
- o When finishing work in any work area at end of day or work period, the immediate work area must be

made safe or entry barricaded to prevent access by general public.

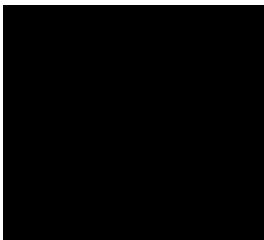
- o Particular care must be taken to check and secure the barricades and fences whenever contractor staff leave the work area, as a Complex may open to patrons and the public 24 hours a day, 7 days a week.
- o This may include providing temporary lighting on the site, if necessary by the contractor or as directed by the Security Co-ordinator. In particular, excavations and holes in walkways or access areas must be securely protected & made highly visible to passersby.
- o Notify Integrity 1 of any remaining work areas that are barricaded, when signing out of Site at end of day.

Parking & vehicles

Parking

Integrity 1 requires that all vehicles must display a current valid parking permit whilst on the Complex site.

Security co-ordinators maybe able arrange a special parking



permit from the Office of Integrity 1 Management which are valid for a specified period.

This permit allows the contractor to park vehicles in areas designated as Special permit or General parking zones.

Permits must be clearly displayed on the dashboard of the vehicle.

Failure to display a valid parking permit may result in a Breach Notice.

If an issued Breach notice is considered unfair or inappropriate, the recipient has the right to appeal, and should consult with their Security Co-ordinator.

All parking permits are to be returned to the Security Co-ordinator at the end of the specified permit period.

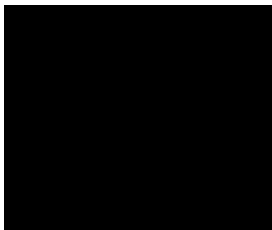
No parking on landscaped or turfed areas.

Loading zones

On Complex Site sites, all loading zones have a 20 min maximum time limit. Contractors must not park in loading zones for extended periods.

Traffic control & road safety

Complex Sites present some special road safety risks. There are large numbers of people moving around the sites, as well as other contractors, delivery vehicles, public transport buses and in some Sites, through fare general traffic.



Contractors & employees are reminded that they must be constantly aware of staff or public and the unexpected.

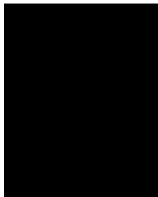
- o Observe Site speed restrictions as signposted. Speed limits are reduced on Site to minimize the risk to public and staff.
- o Take care travelling over speed bumps or other traffic calming devices.

- o Watch out for other traffic moving around the Site including delivery and public transport vehicles, entering or exiting car parks, side roads or laneways.
- o Where a vehicle is required to be driven to a work site along pedestrian access ways, the speed of the vehicle must not exceed pedestrian walking pace.
- o Parking on, or driving across footpaths, grassed areas, or landscaped areas is prohibited.
- o Special arrangements for accommodation of mobile plant or vehicles must be obtained on each occasion from the Office of Facilities Management.

Work area tidiness

- o Rubbish must be regularly removed throughout the progress of the job, to an appropriate waste bin on site.
- o At most work sites, an industrial rubbish skip will be required, for materials that cannot be re-used or recycled.
- o Skips must be covered so that rubbish doesn't blow away and rainwater doesn't collect in the bin.
- o The general work-site and surrounding access areas should be kept clean and tidy, ensuring that any safety or fire hazards are removed as soon as possible (e.g. oily rags, flammable materials and garbage).

- o Keep in mind other safety actions such as replacing lids and caps on containers, wiping up spills, removing or bending over nails or bolts and removing other dangerous protruding objects progressively.



You are legally responsible to

ensure your waste is disposed of in the correct manner.

Refer to environment Part3 –Special wastes and pollution controls

General Rubbish

All rubbish must be placed in the coloured Complex bins provided on site, as these are cleared daily.

It is against the law to litter.

- o Red bins – Mixed recycling – steel & aluminium cans, aerosol cans, glass & plastic containers
- o Green bins – Foodstuffs
- o Yellow –pathological /clinical waste
- o Purple - cytotoxic

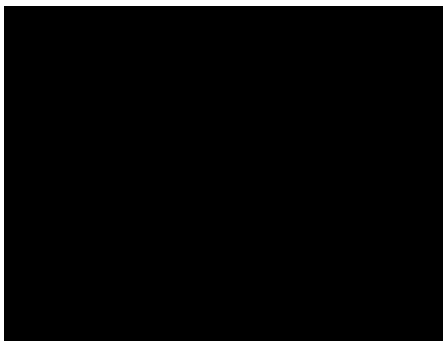
Safety signs

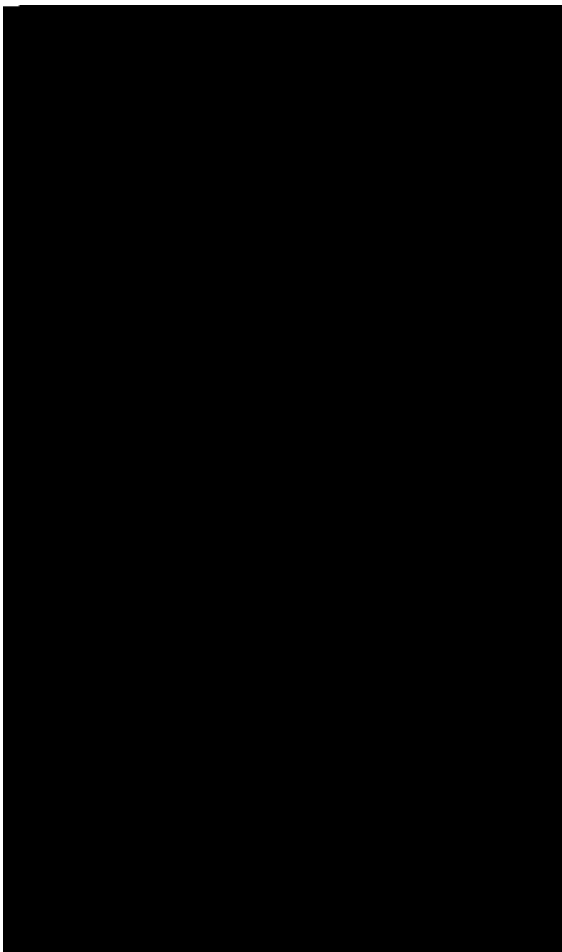
Safety signs are displayed around the Complex Site to draw your attention to safety hazards or other special information. Don't ignore them

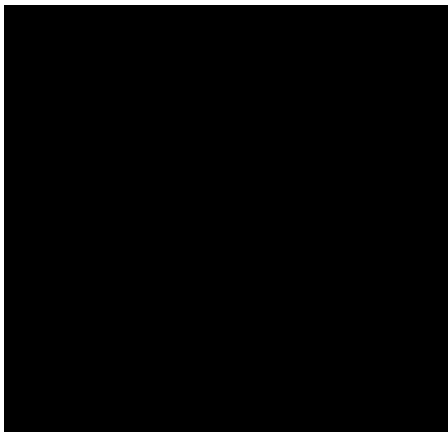
Safety signs apply to everyone on Site – staff, public, contractors and general public.

Notify the Office of Facilities Management if signs are damaged or unreadable.

Safety signs of different colours and shapes mean different things.







Part 2

Hazards & Risk Management at Integrity 1

Hazardous Complex areas

Building Sites, Shopping Complexes, Industrial, Commercial and Residential property by their very nature, with public access construction & developing, create a wide variety of hazardous environments. To those not familiar with these unique work situations, entry or working in some areas can pose higher risk.

Contractors and employees should not enter any of these areas without appropriate authorization from your Security co-ordinator and in some cases, a local site induction.

Laboratories & technical facilities

Not all laboratories are the same. Hazards in laboratories include chemicals, pathogens, lasers, electro magnetic fields & radioactive material.

All such laboratories or facilities have appropriate warning signage displayed.

Before starting work in laboratories, the Security co-ordinator and an Office of Technical Services [OTS] staff member will instruct you on required entry and work methods.

As part of the contractors general work permit, a lab clearance certificate must be provided to the Security coordinator by OTS or laboratory staff prior to work starting in these areas.

This applies to:

- o PC2 and PC3 Biohazard Labs
- o WA Cook
- o Australian Pharmaceuticals
- o Laser Laboratories
- o Animal houses
- o CBIO
- o Quarantine Areas.

Fume cupboards & extraction vent systems

Working around or on fume cupboards, fans, vents, ducting or roof outlets may expose contractors to invisible toxic chemical residues and flammable vapours or gases. Body clothing worn should protect all exposed skin from contact and potential chemical burns or contact.

Refer also to Part 2-Isolation, Lockout & tag systems – Isolation of fume cupboards.

Refer also to Part 2- Prescribed Work Permits – roof work

High voltage substations

General access to high voltage substation areas or switch rooms is prohibited.

Authorised personnel permitted to enter must either have:

- o Completed the High Voltage training course run by the Electricity Authority e.g. Energex or
- o Be accompanied by a person who has completed the High Voltage training course as above.

Refer to Office of Facilities Management – Engineering Services for further information.

Equipment, plant & tools

Isolation, lockout and tag systems

Before any inspection, repair, maintenance or cleaning work is done on Site Complex plant systems, contractors & employees must ensure the area or equipment is made safe by using correct isolation procedures.

1. A Complex authorized person who knows and understands the plant design and operation will assist the contractor to identify all energy risk points and advise on isolation methods.
2. Contractors must ensure that they and their subcontractors use the isolation, lockout & tagging system when working on Complex sites.
4. All tags and lock devices are to be supplied by the contractor. These devices must identify their tags & locks with their company name and contact details.

General Isolation & lockout principles

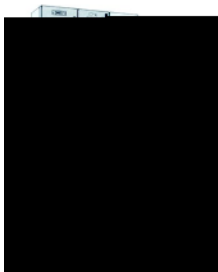
- o Plant to be worked on, must either be shut down, or if this is not practicable, **all** energy sources & control points are to be isolated, locked out, where this is fitted & tagged.
- o Do not rely on emergency stop buttons or similar quick stop devices to achieve isolation. They are not intended for this use and cannot be locked out.

- o Energy sources include electricity, fuels, heat, steam, fluid or gas under pressure, stored energy – batteries, springs, capacitors; gravity & radiation.
- o Piping or duct work containing fluid, gas or other materials which may leak or otherwise endanger maintenance workers must be blanked off or isolated by appropriate methods.
- o Each person working on the plant must have their own lock, key and tag. No duplicate keys are to be available for any lock.
- o If more than one person is working on machinery, lockout jaws or lockout hasps must be used on common control points.
- o **TEST the effectiveness of the lockout method** by trying to restart the plant, without exposing the tester or others to risk.

Tags

A tag is not an effective isolation device by itself. A tag is only a way of communicating information to

others.



Personal danger tags

Personal danger tags are intended to protect the person who placed the tag.

Danger tag rules

- o Only the person whose name is written on the tag must remove a danger tag.
- o Removal of danger tags must be done as soon as practicable after work is completed, and always before leaving worksite at the end of the shift or day.
- o Notify Integrity 1 of state of isolation.
- o If work is incomplete, and plant is to remain isolated, an out of service tag must be placed on each isolating point when personal danger tags are removed.

An out of service tag attached to an item of plant indicates that the equipment is unservicable and is not to be used.

- o DO NOT attempt to reactivate any plant that has any tag attached.

Out of service tags

Out of service tags are **not** intended to protect persons working on the plant.



Out of service tag rules

- o Any person who finds that equipment is dangerous to use ,can place an out of service tag on powered and non-powered equipment.
- o Out of service tags are to be placed on devices or plant sections where it can be energized.
- o Details of reasons for placing the tag



must be clearly written on the tag and be securely attached so it is clearly visible.

- o In emergency, only an Complex officer who is fully aware of the reasons that the item was tagged originally should remove tags.

Removal of an out of service tag

In the absence of a personal danger tag or lock mechanism, the removal of an Out of Service tag effectively releases the plant or equipment for full service.

This removal must not occur prior to checking that:

- o All personnel known to have been working on the plant are clear of the equipment
- o An inspection of the plant checks that all guards are in place, other safety devices are functioning e.g.: emergency stops electrically reconnected; and all tools have been removed.
- o Personal danger tags and out of service tags should not be used together on the same item of plant. Each tag relates to a different circumstance. An out of service tag should be removed when a personal danger tag is applied and vice versa.

Isolation of fire alarms and services

All Complex buildings are covered by automatic fire detection and alarm systems linked to the emergency fire services.

If work is likely to create dust, vibration, moisture, aerosol sprays, fumes, or could cause mechanical damage to fire detection equipment, contractors must arrange for fire alarms to be temporarily isolated.

Contact the Integrity 1 Management if this has not already been arranged through a general work permit.

Office of Facilities Management will notify the relevant building warden, chief Site warden and occupiers of affected areas, prior to work commencing.

Contractors or employees are responsible to ensure fire alarms or services are reset after work is completed.

Isolation of fume cupboards

Isolation of fume cupboards or extraction ventilation can only be done with authorization of both FM Security Co-ordinator & persons in control of laboratory areas. This may be part of a laboratory safety clearance.

- o Before isolating other fume extraction fans, **all** affected laboratory fume hoods must be “tagged – Out of Service” to prevent their use.
- o If contractor personnel are working out of sight of a fume cupboard, a personal danger tag **must** be applied as well.
- o Contractors must personally confirm that all laboratory staff are aware that they are about to start work on a fume hood system.

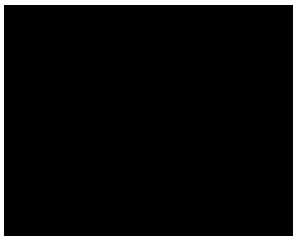
Isolation or interruption of essential services

Where work requires isolation of essential services to all or part of a building, this must be arranged with Integrity 1 Management as part of a General

Work Permit.

This includes:

- o Electricity
- o Gas or compressed air
- o Telephone
- o Demineralized water
- o Communications
- o Water supply
- o Airconditioning
- o Vacuum systems



Management has specific procedures for of notification Complex building occupants, which be must implemented.

Should services be shutdown or interrupted accidentally during the job, the contractor must immediately contact the Integrity 1 Management

Electrical equipment

Contractors & employees are expected to be up to date with the legal requirements for electrical equipment & tools under the Electrical Safety Act & Regulations, particularly with regard to:

- Safety switches - (residual current devices (RCDs))
- Testing & tagging requirements for specified electrical equipment and RCDs.

Key electrical safety rules

- o Residual Current Devices must be used at all times on construction worksites [Class 1] if no construction wiring in place, **and** during installation, refurbishment or maintenance work [Class 2].
- o Electrical leads must be either supported clear of floors, or under protective covers or connected to the nearest power outlet within view.
- o Leads passing through doorways or windows must be protected from damage including liquid damage.
- o Piggyback plugs and double adaptors must not be used.

NO Live work is permitted on Complex sites.

Testing and fault finding that cannot be done in a de-energized state is the only exception. This work can only be done after a risk assessment as per Centre Management Electrical Safety Manual.

PCB'S in fluorescent light fittings

Fluids containing PCB's may be present in some in light fitting capacitors in Complex buildings, that were built prior to 1980.

Electrical contractors should refer to the Office of Facilities Management to check which buildings are likely to be affected and for instructions on safe removal and containment.

DO NOT dispose of electrical capacitors of any type into general rubbish.

Power & hand tools

All tools & equipment required for the work are to be provided by the Contractor – borrowing of Complex equipment is not permitted.

- o All equipment must be in good condition.
- o All powered hand tools, machinery/equipment must be operated with safety guards, self-limiting switches or other safety devices in place.
- o Approved tool lanyards must be used to secure tools when working at heights or where tools are likely to fall and injure people below. *Refer to Working At Heights*

Use of explosive powder fastening tools

It is OSFM policy that the use of all powder actuated hand held fastening tools in occupied areas of buildings is banned.

Alternate fastening methods must be used in these areas.

The risk to staff or public working around the fastening site or on floor levels below cannot be assured with the use of this type of equipment.

The use of these tools on defined construction sites is permitted provided contractors meet WH & S regulatory requirements e.g.: provision of safe work method statement to the Principal Contractor.

Powder actuated fastening tools are those as defined in AS/NZS 1873.1 – 2003.

On non occupied construction worksites:

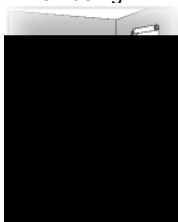
- o All explosive charges for explosive powered tools must be kept in an approved locked box.
- o All operators of explosive powered tools must be trained and qualified as required by statutory authorities.
- o A warning sign must be displayed at each place the tool is being used.
- o Suitable eye protection must be worn when using the tool.

Ladders

Contractors using portable ladders to access heights during their work, must comply with WH&S Regulations regarding ladders, selection and use.

This includes:

- o Securing of person on ladder
- o Securing of ladder to structure ie: tie off
- o Barricading & use of observer personnel when using ladders in stairwells or access ways.
- o Load ratings
- o Maximum lengths for single or extension ladders
- o Angles of placement
- o Use of ladder planks or platforms with trestle ladders
- o All ladders, whether metal, wood or fiberglass, must be manufactured to AS 1892 standards, be regularly inspected and maintained. Only industrial rated ladders are to be used on Complex sites.

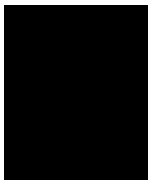


Scaffolds & work platforms

All scaffolding [fixed & mobile] and working platforms must conform to WH & S Regulations and Australian

Standard requirements regarding:

- o Safe methods of erecting, dismantling & accessing scaffolds
- o Provision of work platform safety features – toe boards, guard rails, lighting or warning signs.
- o Competency of persons undertaking this work ie: appropriate certificate of competency.
- o Selection & fitting of scaffolding components
- o Maintenance & inspections



Mobile plant & lifting equipment

All mobile material handling equipment, earth moving machinery or vehicles brought onto Complex sites must be in a safe operating condition.

This includes front-end loaders, backhoes, dozers, cranes [mobile or fixed], mobile elevating work platforms, personnel or material hoists & industrial forklifts.

- o Machinery or plant prescribed by WH & S legislation as Registrable plant, must display current certificate labels or have certificate documentation available.
- o Operators of such plant must hold appropriate licences, and operate their equipment in a safe manner at all times.
- o When not in use, all mobile plant left on site must have keys removed, blades and buckets lowered

onto the ground and have loads or wheels chocked/ blocked.

- o At all times during movement, the presence of public and staff must be considered. Where equipment movement impacts on common pathways or roads, contractors must provide sufficient observers or traffic controllers .

Pneumatic and other high pressure equipment

The risks include foreign bodies, dust or substances that can be injected under the skin surface causing serious infection and fatal air embolisms.

For this reason, contractors must ensure that only competent, trained operators perform work using this type of equipment.

This includes use of concrete scabblers, high-pressure water jet cleaning, abrasive blasting or surface preparation, impact wrenches or pneumatic grinding tools.

Key safety rules

- o All tools & equipment must be assembled and operated safely as designed.
- o Compressed air should not be used to remove dust from work surfaces, equipment or body clothing. This practice creates inhalable dust for everyone.
- o Compressed air jets must never be directed towards another person.
- o Work areas must be carefully barricaded or screened or work rescheduled to alternative times.

Lasers in construction

The use of lasers on Complex sites for purposes of construction leveling and alignment is permitted, provided the following safety precautions are observed:

- o Up to class 3A only to be used on the construction site
- o Laser equipment must be labeled as per AS/NZS 2211
- o Access to be restricted to areas where a laser of class 2 or above is being used. Level of restriction to suit degree of risk
- o Warning signs to be erected.
- o Laser path to be positioned above or below eye height of persons in the area
- o Laser beams only to be shone onto matt – finished or non-reflective surfaces.

Compressed gas cylinders

This includes LPG cylinders, oxyacetylene equipment and other compressed gases cylinders brought onto Site sites and used for trade work.

Key safety rules

- o Gas cylinders are to be stored correctly– level surfaces, dry and well ventilated areas, with racking system or chains to secure cylinders in upright position.
- o Cylinders must be clearly labelled & in date.
- o Restrict access to cylinders stored or being used on site.
- o Cylinders transported or stored in vehicles for trade use, must be restrained firmly to prevent cylinders

- falling from vehicles while vehicle is moving.
- o Store cylinders in cool well-ventilated places – not in closed vehicle compartments or in direct sunlight or heat.
 - o Vehicles & trades persons should have an appropriate fire extinguisher available for the type of cylinder in use.

Personal protective equipment [PPE]

Contractors & Complex employees must wear personal protective equipment to protect them from the risks associated with the work.

All visitors to construction sites such as architects, consulting engineers or staff must comply with contractor safety standards and wear safety equipment as required.

Minimum:

- o Hard hats - where objects might fall or head might strike stationery objects
- o Steel capped safety boots – where material or tools might fall or feet strike objects.
- o Safety gloves – where contact with hazards might affect grip or damage skin or allow chemicals to be absorbed.
- o Safety glasses or face shield- where there is risk of flying particles or dust
- o Protective work clothing - where chemicals, heat or cold, sharp or other hazards could damage the skin.
- o Hearing protection – where there is excessive noise generated.



Landscaping work

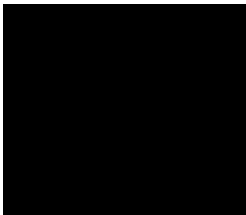
Landscaping maintenance activities present a common risk on all Sites. Contractors are expected to conduct their work with the safety of staff, public and themselves as a priority.

Contractors and their employees should be trained and qualified to safely operate all aspects of mowing or tree trimming equipment including maintenance, emergency conditions & refueling.

Ride on mowers, tractors & weed eaters

Key mowing safety rules

- o Contractors must familiarise themselves with the layout of the area to be mowed with the Security co-ordinator, to identify ditches, embankments, unstable edges or slippery conditions that are likely to cause rollover of tractors or ride on mowers.
- o Check the area for partially exposed electrical or support wiring, pipe work or other structures.
- o Rollover protection [ROPs] & seatbelts must be fitted properly to all tractor mowers/slathers.
- o Seatbelts to be worn at all times during mowing.
- o Guards on all mowing equipment must be in good condition and fitted in place at all times.
- o The area to be mowed must be cleared of litter or debris that is likely to become a projectile if hit by mower blades.



- o Do not mow next to people, animals or vehicles. Where necessary, the Security co-ordinator should arrange for persons or vehicles to be moved away, prior to mowing times.
- o Do not operate with mower shute pointing towards anyone when motor is running
- o Ensure clothing or gear is not placed on back of the seat of ride on mowers
- o Turn blades off when crossing gravel, sandy or rocky areas or where other debris may be picked up & ejected.
- o When turning, check where the rear of mower is at all times in proximity to structures, vehicles or personnel.

Chainsaws, pruning equipment

Chainsaw operators must be trained in correct techniques and safety precautions.

Key safety rules

- o Do not work alone with chainsaws – two persons must always be present during operation of tree trimming.
 - o Always start chainsaw with chain brake on [chain brake must be working]
 - o Apply chain brake after each cut.
 - o PPE to be worn when using chain saws – Helmet & face shield, gloves, chaps, safety boots and hearing protection.
 - o Major tree lopping or felling operations requires a Prescribed Work Permit to be issued by a Complex Permit Officer. *Refer to Prescribed Work Permits – Tree Felling*
-

Chemicals & hazardous substances

Hazardous substances

Staff & Public are vulnerable to dusts, vapours or mists, which enter ventilation systems or occupied areas, especially if hazardous substances are used incorrectly or without consideration for the health of occupants.

Shutdown of the building air conditioning system may be necessary to prevent adverse effects, if chemicals with strong odours or vapours are to be used around plant rooms, in air-conditioned areas or near ventilation system intakes.

Key chemical safety rules:

- o Contractors must notify Security co-ordinators, if they intend to bring any hazardous substances onto Complex sites.
- o Contractors must provide a work method statement, which describes how they will manage the risks from the use of this substance.
- o A copy of a current Material Safety Data Sheet (MSDS), must be supplied with the SWMS.
- o Any hazardous materials permitted into Complex grounds must be clearly labeled, and safe handling and storage instructions from the Security co-ordinator must be followed.
- o Chemicals must be contained in reliable, tightly sealed containers. Larger containers must be stored on an impervious floor surface, with enough bunding to hold any spill.



- o Decanted substances must be labeled if not being used immediately.
- o If chemicals are to be stored on site short-term, contact your Security co-ordinator to ensure that outdoor storage does not pose an environmental risk of leaking or spillage.

Refer also to environment section – minor chemical spills & containment

Refer also to emergency section – major spills

No substances are to be borrowed or removed from Complex facilities by contractors, staff or public.

Pesticides & herbicides

By their nature, these types of substances are designed to harm living organisms or pests. The side effects from haphazard use or application can be very debilitating to many people, not just the person spraying the substance.

Many of these toxic substances are readily absorbed through the skin or inhaled during application if basic safety precautions are not used.

In addition to key chemical safety rules, personnel must be trained in cleaning of equipment, care and maintenance of PPE, how to avoid contamination of the environment & first aid procedures.



Solvents & flammable substances

These are some of the most common chemicals used around the Complex sites. e.g.: Cleaning or degreasing substances, kerosene, methylated spirits, bleach based cleaning products & turpentine [paint thinners], lubricants & fuels.

When bottles or containers are opened for decanting or use, vapours are released into the air. Always reseal solvent containers with a tight lid after use. Open containers of solvents are prohibited from occupied Complex buildings.

Use water-based or biodegradable paint strippers and cleaners wherever possible.

Ensure sufficient ventilation is available for both the user and staff or public nearby.

Asbestos

Prior to refurbishing, partial dismantling, building alterations or demolition of whole structures, contractors should confirm with Security coordinator that the area is free of asbestos material.

- o The Security co-ordinator will check the Complex for the Asbestos Register before contractors begin work.
- o If suspected asbestos material is found during the work that is not on the Register, contractors must contact their Security Co-Ordinator & Integrity 1 Management immediately.
- o The material must not be disturbed further, until asbestos presence is established.

- o Only contractor companies holding accredited Prescribed Activity certification will be permitted to carry out asbestos material removal.

Dusts

Dust can be harmful or simply be a nuisance problem for staff and public in the Complex. If a work-site – internal or external is generating dust the following rules apply:

- o Cover materials and stockpiles that generate dust
- o Erect a containment cubicle or barrier for dusty jobs.
- o Place sweepings into a bag or box before putting them into a skip to prevent dust from becoming airborne when the bin is emptied.
- o Damp sweep fine dust sources or vacuum if possible.
- o Wear facemasks and respirators to protect your health as necessary.
- o Ensure nearby facilities, rooms and equipment, ventilation systems are protected from dust – e.g. windows, doors closed.

High Risk Work- Prescribed Work Permits

The Integrity 1 Management believes the following work has potentially high risk levels. Given this risk, assessment and authorisation immediately prior to the start of the job is necessary.

The Prescribed Work Permit is additional to a contractors safety plan, and provides a final check.

Where work is being done in high risk – extreme situations, a Complex Permit officer will issue a Prescribed Work Permit to contractors or Complex employees for:

- o Roof work or working at heights over 2.4 metres
- o Digging, trenching or excavation
- o Confined spaces entry
- o Hot work
- o Tree felling

The permit will state specific conditions or precautions that must be followed.

If a permit period is expired, a new permit must be reissued to ensure that variable risks remain controlled.

Roof safety or working at heights

OSFM has assessed the risk associated with access and work e.g.: gutter & roof clearing of leaves, on all building roof areas -2.4m high or more.

A Roof Safety Register is being developed, which will

provide information for contractors and employees on the control measures that are to be used for accessing or working on particular roofs.

Security Co-ordinators must check the Roof Register in the planning phase of the Security to determine which roofs require a Prescribed Roof Safety Work Permit.

Roof work that is outside the standard scope of roof safety work instructions must be assessed separately before the job starts and a work method statement provided by the contractor.

This includes work on roofs near fume cupboard outlets.

Roof Safety Permits may only be issued on a daily basis to ensure variations in weather factors, which may impact, are incorporated in daily work.

Key safety rules:

At any height:

- o Only contractors or employees who have been trained in roof safety or use of height safety equipment are permitted to work on Complex roofs.
- o Contractors must provide safety harnesses, lines & lanyards, signage as per AS/NZ standards.

- o Solid fall protection covers or barriers must be used when working on brittle roof surfaces or near openings in buildings or structures where a person could fall through. Covers must be sturdy and able to support the weight of persons who may fall onto them.
- o Work undertaken in the vicinity of glazed skylights, glass roof spaces or similar fragile areas, must be protected from damage from falling objects.
- o Use of tool lanyards is encouraged to prevent objects or equipment falling onto persons underneath.
- o Do not stray from walkways fixed on roofs to access structures.

Digging, trenching or excavation

Before contractors or employees break ground for any reason; they must obtain permission to dig from the Site Office of Facilities Management.

Digging without sufficient information or authorization may severely disrupt services to Complex operations or reduce stability to buildings, structures, roadways or other access ways on site.

- o The exact location of underground services & safety hazards such as water, electricity, gas, communications & drainage systems must be identified and explained to persons planning to dig.
- o The contractor may be issued a copy of site drawings, to assist in planning the excavation process.
- o After the work is completed, contractors should mark up alterations to underground service locations and return the drawing and 'as built' details to OFM.

- o Where significant excavation work is planned, the contractor must provide a safe work method statement [SWMS] outlining how the work will be performed, to meet the requirements of WH & S Regulations.

Changed excavation situations

Where the excavation conditions change and persons are required to enter or work in trenches or holes deeper than 1.5 metres, an Excavation Work Permit must be issued by a Complex Permit officer from Office of Facilities Management.

The Permit Officer must be a “competent person” as described under WH & S Regulations.

All excavations and access must be made safe to comply with WH & S Regulations and Complex standards:

Key excavation safety rules:

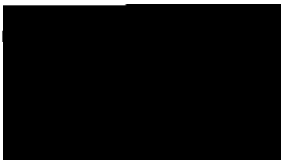
- o Barricading or fencing around all excavation areas must be at least 900 mm high & firmly secured to prevent access by staff or general public.
- o Where possible small holes, pits, trenches and other narrow topped excavations must be boarded over when not in use.
- o Danger signage must be clearly displayed.
- o Trenches or excavations over 1.5 metres in depth must be protected against collapse as described by WH & S Regulations.
- o Movement of all earth moving machinery around excavation areas, where staff or public or vehicles may be in the general vicinity, requires special control.
- o Total closure of pathways or roads or the use of a dedicated observer or traffic controller may be warranted.

Confined spaces

Confined spaces present life threatening hazards to persons entering them and are responsible for more multiple deaths than any other workplace hazard.

Confined spaces have a combination of specific characteristics:

- o Limited openings for entry and exit
[including rescue]
- o Harmful atmospheres
natural ventilation
- o Not designed for
worker occupancy.



Hazards include :

- o **Oxygen deficient atmospheres** – when welding cutting or brazing, chemical reactions , rusting of components or natural bacterial actions- decomposition of organic matter.
- o **Flammable atmospheres** – excessive oxygen, flammable gas, vapour or dust
- o **Toxic atmospheres** – , built up, residual or stored liquids, vapours, gases, mists, solid material e.g.: carbon monoxide from fuel generators exhaust
- o **Electric shock** – operation of portable electrical equipment or presence of electrical services
- o **Crushing, drowning or burial** – by moving mechanical objects, liquid or solid wastes e.g.: storm water


Where a Confined Spaces Entry permit has been issued, entry and work must be carried out using the methods and safety precautions as prescribed in the WH &S Regulation (Confined Spaces).

A Confined Spaces Entry Permit **must** be obtained from a Complex Permit Officer, prior to entry or to do any type of work, including inspection.

“Entry” is defined as having a person's head and upper body protruding into the space

Only contractors and employees who have been **trained** in accredited confined spaces entry procedures are allowed to enter into confined spaces.

Recognized “Confined Spaces’ on Complex sites.

- o Dust hoppers
 - o Break water tanks
 - o Hydraulic laboratory tanks
 - o Balance tanks
 - o Designated subspace areas beneath some buildings
- 
- o Underground utility pits & trenches – e.g.:
Johnson Path – Nathan Site
 - o Storm water pits and pipes
 - o Sewer pits & pipes

Never attempt to rescue persons who have collapsed in confined spaces unless you have been trained in rescue techniques and rescue equipment is available.

DON'T BE THE NEXT VICTIM.



Hot work permits for welding & cutting

A hot work permit must be obtained from a Complex Permit Officer prior to commencing any temporary hot work activities,

The Hot Work Permit will set out specific precautions for each job including:

- Protection of natural bush land, floor surfaces or other fixed combustible structures from hot slag or sparks in 11-metre radius.
- Prevention of sparks or molten metal from entering ducted areas or channels, pipes or gutters or under adjacent doors.
- Fire alarm or sensor isolation
- After job requirements for fire watches & area monitoring.

Key safety rules

- o Welder and assistant must be qualified, competent & skilled in the metal process being undertaken.
- o Ensure adequate ventilation to remove buildup of gases or

At all times, the operator must be responsible for fire prevention and the protection of staff & public, when working in occupied areas

fumes– especially in poorly ventilated areas.

- o Where welding is to be done in confined space, an authorized Complex officer will issue an additional confined spaces entry permit.
- o All electrical welding cables, hoses or connections must be inspected before use and maintained in good condition to prevent electric shock.
- o Isolations of fire alarms must be arranged through OSFM.

Tree felling permit

All contractors undertaking major tree lopping or tree felling on Complex sites must obtain a tree felling permit from a Complex Permit Officer. This is irrespective of where the trees to be felled are situated.

Contractors and workers must be trained aspects of tree lopping or felling and hold recognized industry competency qualifications.

A prescribed work permit for tree felling will set special precautions including:

- o Cutting techniques to control fall & direction
- o Fall zone – surface protection
- o Area preparation
- o Clearance zones
- o Vicinity of power lines and other structures or building
- o Signage
- o Traffic and crowd control
- o Timing of work



Part 3

Our Complex Environment

Your basic legal responsibilities

We all have a 'general environmental duty' to take reasonable and practicable precautions to minimize the environmental impact, when working.

Contractors and employees can protect the environment by:.

- o Planning their work carefully to prevent or reduce all types of pollution.
- o Ensure that all necessary pollution controls are actually put in place
- o Regularly check and maintain your control systems to ensure they remain effective.

Individuals, corporations and their executive officers can be heavily fined and or imprisoned for serious environmental pollution or non-reporting of environmental incidents.

Reporting environmental hazards or incidents

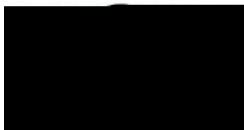
Contractors & employees should notify OSFM as soon as they become aware of anything that may cause environmental harm (eg. a chemical spill or leak).

After hours contact Security **1800 130 001** on any Site.

In certain circumstances the Department of Environment may need to be notified.

Minor spills and leaks

In the workshop, office or outside, employees and contractors are responsible for cleaning up or containing spills and leaks from containers, plant or materials they are using.

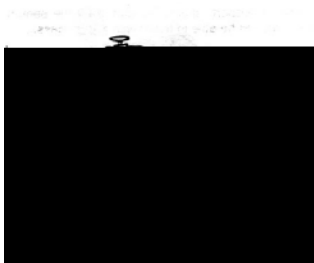


- o Sufficient quantities of clean-up material or tools must be available and easily accessible. This includes absorbent material, ready to use devices, containers etc.
- o Clean up materials & equipment must be appropriate for the type of chemicals being used.
- o Contractors and employees must be trained in spill clean up methods.

Basic minor spill steps

If it is a large or dangerous spill, contact Complex Security and the Fire Brigade on '000' (if using an Integrity 1 Office phone dial an extra '0')

Refer also to Part 4 - Emergency section – Chemical spills



| | |
|--|---|
| | <p>Contain the Spill (check your personal safety first)</p> <p>Follow Material Safety Data Sheet (MSDS) information</p> <p>Prevent further spillage</p> <p>Contain what is spilt</p> <p>Block storm water drain inlets & floor wastes.</p> |
| | <p>Report the Spill</p> <p>Phone your Security coordinator and OSFM</p> |
| | <p>Clean Up</p> <p>Clean up as quickly as possible (reduce risk of pollution running off the site)</p> <p>Never wash chemicals down the drain (either inside or outside), or pour chemicals onto the ground</p> <p>Never leave chemicals where they may be washed into a waterway</p> <p>Absorbent material used to contain or clean up the spill must be wrapped or placed in leak proof container and disposed of according to the MSDS instructions.</p> |

Special wastes and pollution controls

Trade waste management

The Complex strongly encourages contractors and employees to plan minimize waste at the start of each job.

Tips for trade waste reduction:

- o Work out costs and savings involved in minimizing waste
- o Take care not to over-order
- o Ensure that subcontractors are responsible for their waste
- o Use off-cuts where possible
- o Recycle materials where practicable. Whatever the waste, it is likely that someone else in the community could use it.
- o Buy materials with minimal packaging. Request that suppliers accept their packaging back.
- o Don't use ordinary Complex rubbish bins for construction and demolition wastes.
- o Accurate measurement when ordering concrete minimizes waste.

Trackable wastes

A substance is a Trackable Waste if it is a regulated waste of a type mentioned in Schedule 1 of the Environmental Protection (Waste Management) Regulation 2000. e.g.: asbestos, some chemicals, materials containing PCBs.

Trackable wastes require careful management and records to be kept on collection, transport and disposal.

Contact OSFM about Complex waste management.

The following waste types marked [T] in sufficient quantities may be classed as Trackable.

Asbestos waste [T]

Only licensed companies may remove asbestos material from Complex buildings or structures.

Disposal from the site will be organised by OSFM to an approved waste disposal facility.

Refer also to Asbestos – Part 2 – Hazards & Risk Management

Refrigerant gases (CFCs & HCFCs)

- o Chlorofluorocarbons (CFCs) & Hydro chlorofluorocarbons (HCFCs) must be recovered from air conditioning and refrigeration plant during servicing and decommissioning.
- o Refrigerant gases must be stored in suitable sealed cylinders for reuse in the air conditioning system or retained by the Complex for other use.
- o Contracting companies must ensure all employees working on this type of equipment are trained and hold relevant qualifications.

Deliberate release of refrigerant gases is a serious breach of Environmental Protection law and heavy penalties apply.

Chemical wastes [T]

- o Check that leftover chemicals are no longer required.
- o Store in original packaging or containers with intact legible label and ensure that lids are sealed.
- o Never tip chemicals down the sink, onto the ground, or into a storm water drain.
- o Paint contractors must not dispose of paints or clean painting equipment onto Complex grounds.
- o Contract a licensed waste disposal company to collect chemical waste or remove smaller quantities to local government waste facilities.

Construction & demolition wastes

- o Waste items such as concrete, wood, steel, iron, carpet and timber off-cuts should be stored in separate piles for re-use or recycling or disposal.
- o Arrange for local recyclers to buy or remove reusable items.
- o The disposal of excess concrete or washing out concrete trucks is not permitted on site
- o Electrical cable, fuses, electrical devices (switches) can be sent to recyclers.

Clinical wastes [T]

Clinical wastes must be held in containers specifically designed and identifiable as prescribed in Schedule 4 of Qld Environmental Protection [Waste Management] Regulation.

- o Pathological, biological, pharmaceutical, clinical wastes, sharps and other forms of clinical type wastes must be segregated into appropriately designed storage containers or bins.
- o Most general clinical or contaminated waste should be placed in the easily identifiable, bright yellow waste bins or containers.
- o Cytotoxic material must be placed in the purple bins.
- o Sharps are any objects or devices with sharp points, protuberances or cutting edges that are capable of causing a skin penetrating injury to persons coming into contact with them e.g.: cleaners, gardeners, medical or first aid staff .
- o Sharps must be placed in a rigid walled, sealable puncture resistant container.



Never dispose of clinical waste or sharps in ordinary rubbish or recycling bins. This is not only a serious breach of environmental law, but presents great risks to cleaning staff of contacting contaminated material or needles.

A licensed hazardous waste contractor only must empty bins containing clinical or other contaminated waste. For assistance in locating or servicing contaminated or clinical waste bins contact OSFM on the Site.

Green Waste

- o The Site landscape staff can reuse plant material such as tree branches, shrubs, dead foliage and grass clippings as mulch.
- o Green waste can also be delivered to an appropriate Waste Management Facility for mulching (transport in a closed vehicle or with the load covered).
- o The cost for delivering green waste is much reduced if ordinary garbage is kept out.
- o Do not use Complex property, or areas surrounding the Complex, as a dumping ground.

Contact OSFM for more information

Lead and heavy metals [T]

Never dump waste metals or metal substances on Complex property or on land surrounding the Complex.

A licensed waste contractor must dispose of waste materials such as lead from batteries, roofing lead and mercury.

Refer to OFM for information about correct labeling, packaging and storing of lead waste.

Oils [T]

- o Mineral oils, oils (containing PCBs) & cooking oils must be recovered and stored in appropriate containers until collection by a licensed company.
- o Never pour any oils down the sink, onto the ground, or into a stormwater drain.
- o Grease trap maintenance must be done by a licensed waste disposal company and records maintained.

PCB'S [T]

Place PCB material [including absorbent substances] in polyethylene bag and then place inside a sealable metal container.

- o This container must be clearly labelled and stored to avoid corrosion or damage until container is removed from Complex sites.
- o Contact OSFM Services for advice on disposal of sealed containers.

Recycling of waste

Help us protect our environment.

Recycling aluminium and steel cans, glass and plastic bottles, as well as paper and cardboard is strongly encouraged by this Complex.

Glass bottles and aluminium cans purchased from Complex food outlets should be placed in nearby colour coded recycling bins.

Separated rubbish reduces the waste disposal costs to the Complex.

Earth and ground care

Protection of soils from hazardous substances

Contractors and employees may accidentally contaminate soil with asbestos material, cyanide, oils, heavy metals, or other toxic materials.

The Office of Facilities Management must be informed about any soil contamination incidents that happen or are discovered.

A licensed waste disposal contractor will be arranged to remove or treat contaminated soil.



Fire ants

The bringing of soil or landscaping material onto Complex sites is prohibited without certification from suppliers that material is fire ant free.

Do not remove any soil or plants from Complex grounds without authorization from Integrity 1 Office of Facilities Management – Landscaping section.


Protection of bushland & landscaped areas

All native flora and fauna is valued very highly and contractors are asked to respect the ecology of the Complex's Sites .

If any work is likely to disturb bushland, landscaping or grassed areas significantly, the contractor must advise the Integrity 1 Office of Facilities Management.

Prior to commencing work appropriate weed minimization plans may be developed to reduce the impact of the work on the environment.

Weeds are hard to control because they invade disturbed ground areas, particularly around construction sites; they thrive in a wide range of habitats and grow very quickly and compete strongly against native plants.



Every effort must be made to avoid disturbing trees as well causing damage to landscaped and grassed areas.

Where negligent work results in damage to these areas, the cost of rectifying damage will be recovered from the contractor.

Local councils prohibit injury or wilful destruction of any tree without prior consent.

All trees for protection will be marked. Damage to these trees will incur penalties.

Refer to Integrity 1 Design Guidelines & Procedures

Lighting of fires

The lighting of fires by contractors is prohibited on all Integrity 1 Sites.

Erosion & sediment control

Erosion and sedimentation [siltation] of waterways can be caused by work activities including:

- o Vehicle movement
- o Site development
- o Stockpiling
- o Clearing of large areas
- o Leaving areas uncovered
- o Changing of natural water flow



There are many established methods of controlling erosion and sedimentation on building sites.

Contractors should consult with OFM for detailed advice or alternately, contact local government authorities for information on:

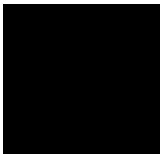
- o Stabilizing entry and exit points to site
- o Sediment fences & inlet barriers
- o Perimeter banks
- o Use of bales
- o Filter strips
- o Erosion mats
- o Service trenches

Erosion and sediment controls need to be installed before work starts, to keep roads and pathways free of mud and debris.

Contractors allowing material to enter a waterway can expect an on-the-spot fine, or prosecution from environmental authorities.

Water conservation

Water is a limited resource. On a densely populated Complex sites there is significant potential for water wastage and pollution.



Contractors and employees can help Complex water conservation efforts:

- o Don't leave the tap running for a long time while you are washing your hands
- o Turn off taps when you have finished using them.
- o Use tool washing troughs on construction sites to clean dirt from shovels etc.
- o Do not leave hoses running when concreting
- o Use trigger nozzles on hoses
- o Report dripping taps, running cisterns and leaking plumbing to the Integrity 1 Office of Facilities Management, work control centre.
- o Clean driveway & paths with a broom (or blower/ vac) instead of using the hose.
- o Don't sweep litter, leaves or anything else into drains or gutters.
- o Never hose rubbish, soil, sand and leaves (or anything else) into the gutter.

Air quality control

While there are air quality issues to be managed inside workplaces, environmental air pollution laws extend the onus outside the building walls. _____

Air pollution is described as an unreasonable level of release of odours, dust, smoke, or other atmospheric contaminants into the air.

Refer also to Part 3 - Lighting of fires

Refer also to Part 2 - Hazardous substances

Environmental Noise

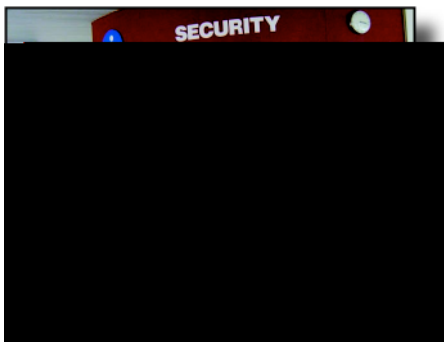
Noise from air compressors, generators, jackhammers and other noisy equipment must be eliminated or minimized, to reduce impact on public & staff. This may include rescheduling work activities to alternative times.



Contractors are reminded that the Complex environment must remain conducive to learning and research at all times.

- o Machinery sound must be reduced by fitting noise suppressors where possible and by regular maintenance.
- o Noisy work and truck movements should be scheduled to minimize annoyance to lectures, staff, public and residents.
- o Radios and other loud outdoor music are not permitted on Complex grounds without authorisation.
- o Wear appropriate hearing protection equipment to protect your own hearing when necessary.

If your work is likely to generate high noise levels, suitable work times will be negotiated with the Integrity 1 Office of Facilities, with regards to nearby occupants.



Part 4

Emergency and other information

Emergency phone numbers

| | | |
|------------------------|---|--------------|
| Emergency | Fire / Police / Ambulance | 000 |
| Security (if on Site) | All Sites | 1800 130 001 |
| Security (if off Site) | Queensland NSW VIC Brisbane Logan Gold Coast | 1800 130 001 |

In the Case of a Fire – On all Sites

Alert Emergency then Security on 1800 130 001 and alert your Security Co-ordinator

- o Stop work immediately and leave the work area, closing doors to confine fire if possible.
- o Proceed to the evacuation point /assembly area or as directed by Building Warden or other Emergency Control Organisation [ECO] personnel.
- o Do not return to work area until advised by Building Warden
- o Do not use lifts.

Evacuation Assembly Points

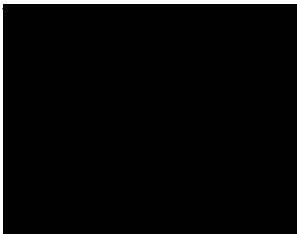
Follow emergency evacuation wardens' directions to suitable signposted assembly points around Site in an evacuation.

On a construction site, a suitable assembly area must be identified as part of a Security Safety Plan.

Contractors are responsible for advising their employees and subcontractors of the locations of assembly areas and for ensuring that head-counts are undertaken at these areas in an emergency situation.

In the Case of a Bush Fire

The Complex Fire Officer, the Chief Site Warden, Site Security Officer, your Security co-ordinator or other external Emergency Services personnel will issue specific instructions if local bushfires threaten the Site.



Major Chemical spills

Minor spills

Refer to Basic minor spills steps – Part 3

Major spills

Contact security 1800 130 001

Contact Emergency Services 000

All other emergencies on Site

Respond to directions given by Complex Emergency Control Organization [ECO] personnel.

Other important phone numbers

When making an internal call on a Complex phone, please record all relevant information of the call.

| | | |
|--|--------------------------------|--|
| Medical Centre | | () () |
| Office of Security & Facilities Management | Gold Coast A/Hrs Fax | (07) 5573 5000 1800 130 001 0401 697 559 1800 020 525 |

Other important Complex phone numbers

First Aid

Contractors are responsible for the first aid needs of their employees.

The Some Sites have a Site Medical Centre, which can be used for the treatment of minor injuries.



| Site | Medical Centre opening times | Contact phone numbers |
|------|------------------------------|-----------------------|
| | | |
| | | |

Should emergency treatment be needed, an ambulance should be called

(Dial - 000 on any Complex phone).

In the event of an ambulance call out, Security should also be notified – 1800 130 001 all Sites to

assist in directing ambulances to the correct location.



Fire Fighting

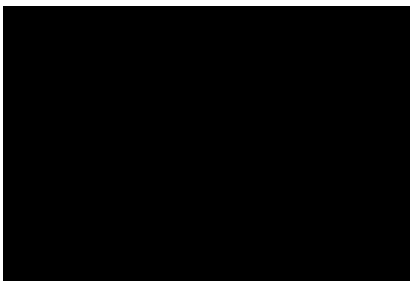
Fire extinguishers

The Complex provides fire-fighting equipment matched to the type of fire hazards normally found in each area. Fire extinguishers and fire hose reels are located in Complex buildings.

If the contractor introduces unusual fire hazards into an area, they are responsible to provide specific fire extinguishers for that work, that comply with Australian Standard AS1841. These need to be regularly inspected and maintained in accordance with the Australian Standard (AS1851).

If a Complex fire extinguisher has been used, inform your Security co-ordinator and do not return the used extinguisher to its original position.

It is VERY IMPORTANT to use the right extinguisher in the correct situation.



| | Electrically conductive | Live electrical equipment | Flammable liquids |
|---------------------------|------------------------------------|--|------------------------------|
| Dry Chemical | Non- conductive | Yes | Yes |
| Carbon Dioxide | Non- conductive | Yes | Yes |
| Water | Conductive | No | No |
| Foam | Conductive | No | Yes Most suitable |
| Aqualoy | Conductive | No | No |

| Oils fats | Motor vehicles | Wood textiles paper | Coloured circle |
|----------------------|-----------------------|----------------------------|------------------------|
| Yes | Yes | Not specially suited | White |
| Yes | Yes Engines | Yes | Black |
| No | Yes Upholstery | Yes Most suited | Red |
| Yes | Yes Upholstery | Yes | Blue |
| Yes Most suitable | Not specially suited | Yes | Mushroom |

Incident & injury reporting

All incidents

An incident is any event at a workplace, which causes injury to Complex staff, public, general public or contractors, or causes damage to Complex property or equipment.

All accidents and incidents must be reported to your Security co-ordinator or supervisor as soon as possible after the occurrence. Refer :General Duties/ Code of Conduct manual.

Generally, the Integrity 1 Incident Report Form is to be used for recording the information.

Your Security co-ordinator will arrange a copy of the form for you and assist you to complete it. The incident report must be forwarded to the element or school WH & S co-ordinator as soon as possible.

Notifiable incidents

The scene of any serious incident must not be interfered with or cleaned up until either an Industrial Inspector or a member of the Police gives permission.

This does not apply where interference is necessary to save a life or relieve suffering, or prevent further injury or property damage.

It is a legal requirement that government departments are notified of any serious bodily injury, work caused illness or dangerous event and defined electrical incidents (definitions of these incidents can be found on the Integrity 1 Incident Report Form).

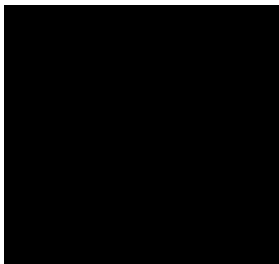
Specific time frames exist for these notifications to be made and are noted on the Incident Report Form.

Incident investigation

Incidents are investigated to identify all the causes that contributed to the event. It is not about blaming individuals. The objective is to prevent the incident from happening again by putting in better controls.

The completed incident investigation report must be returned to the Security co-ordinator as soon as possible.

Complex security services



Complex Security should be contacted to report any security problems, e.g. fire, damage, personal attack or theft. Complex Security Services patrol all Sites 7 days a week, 24 hours a day, all year round.

Contacting the security office:

**Office 07 5573 5000 or phone 1800 130 001
(24hrs)**

The security number may ring through to a two-way system. The caller needs to pause (up to 3 seconds) to allow voice transmission between the caller and

the Security Office.

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