

CONTRACTOR SAFETY INDUCTION

The Quaycentre, Hockey Centre and Sports Halls Contractor Safety Induction is designed and implemented to ensure quality of work practices and the safety of contractors, staff and patrons. It is a way of establishing communication and understanding between personnel requiring the work to be done and the personnel or contractors who are going to execute the work. As a contractor, you are responsible for ensuring all sub-contractors and suppliers are familiar with the requirements and have provided the relevant documentation prior to bump in.

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

The Contractor Safety Manual forms part of any agreement and sets the minimum standards required by the Principal for various works within the Centres. The principal contractor is ultimately responsible for the health and safety of those under its charge. The Centre shall provide, as far as is "reasonably practicable", a safe working environment, information, supervision or instructions required to ensure the safety and wellbeing of all persons on site. The Contractor, shall at all times, ensure that all works carried out are conducted in a safe manner. The Centre may, at its discretion, audit the work performed by the Contractor against the documented safe work method statements.

Activities may be stopped at any time should a safety risk be identified and ALL parties have the responsibility of reporting safety concerns to the nearest SOPA representative or Contractor representative.

1. LOG IN AND KEY ACCESS

All Contractors/Sub-Contractors must register at either the Supervisor's Office, Maintenance Office or Reception. At this time, Contractors/Sub-Contractors will sign or "log in", collect the identification pass and sign for any keys that may be required. Any queries related to the work or the centre can be directed to contact person for this work (SOPA representative). Contractors shall be responsible for the good and proper conduct of employees on site. All employees and supervisory staff shall conduct themselves towards the occupiers of the buildings and all other persons in a civil, obliging and inoffensive manner, and to perform work with as little noise and disturbance as possible.

2. RESTRICTED AREAS

Staff areas, use of facilities such as weights, sports and gymnasium equipment as well as restricted plant areas, workshops, storerooms, VIP areas and changerooms are prohibited unless with permission and specifically part of your task.

3. ACCESS & WORK HOURS

Any works required to be performed after hours must be arranged prior to commencing the work with your SOPA representative, and should indicate the area of works, the time-frame involved and the number of staff and vehicles on site. After hours work should be supervised by an nominated and appropriate representative from your organization. Work performed outside of hours will require a further risk assessment and require the supervision of a SOPA representative.

4. PARKING & DELIVERIES

Essential work vehicles only, are permitted into the site. Your SOPA representative will direct you where to park the vehicles. Vehicles should always be moved to the designated parking area once unloading is complete. Please ensure the expected delivery time and special arrangements, such as the use of a forklift have been communicated to the SOPA representative and the staff member for the delivery company. Please ensure that an appropriate representative from your organisation meets the delivery and signs for receipt. SOPA accepts no responsibility for equipment stored on site. All belongings must be removed from the premises after the event / program. Please ensure that vehicles do not block any emergency exit doors, and that clear pathways are maintained for emergency vehicles. Parking is not permitted in "Emergency Vehicle Areas". Non-essential vehicles and staff vehicles should be directed to park in the public car parking areas. Please do not block any exit or sponsorship signs. Signage within the parking areas must be adhered too and speed is limited to 10km/hour.

5. TOILET / CAFE FACILITIES

Toilet facilities are located on every level but are shared with the public. Contractors should not use toilets in use by clients or visitors under 18 years. Some toilets will be closed for this specific purpose. Cameras & mobile phone cameras are not permitted to be used in toilets or changerooms. A public Café is located on Level 2 and is available for use between 9am and 5pm and a number of vending machines are located around the centre for use.

6. FIRST AID FACILITIES

A First Aid room is located on level 1 but access is via staff. First Aid kits are located around the centre including Reception on Level 2. Prior to commencing work, a SOPA representative will communicate the nearest FA point. Please see the nearest staff member should you need FA assistance.

7. ALCOHOL, SMOKING & ILLEGAL SUBSTANCES / ACTIVITIES

The use, consumption, possession and influence of alcohol and illegal substances on site by contractors are prohibited and will not be tolerated. Anyone found in breach of this will be asked to leave the site immediately and placed in the care of their employer or Police. Illegal activities, rude or offensive behaviours including language, fashion and music will not be tolerated.

The centre is a no smoking facility including the loading dock. Please move to the area signed near the car park if you wish to smoke.

8. INTERRUPTION TO EXISTING SERVICES

Existing services shall not be interrupted at any time other than with the approval and direction of the Centre Manager. All work in connection with existing services shall be carried out expeditiously so that the number and duration of interruptions are reduced to a minimum. Interruptions to existing services require a minimum of 48 hour's notice. In particular, any work by the Contractor that involves impairment or disruption to any of the building's protection systems must be advised to the Centre Manager prior to it being carried out, and the Contractor is responsible for advising all authorities and complying with all their requirements accordingly.

9. HAZARDOUS WORKS

In relation to particularly hazardous works, a permit for entry must be completed prior to work commencing. Such permits are required for works, which involve the following:

- Hot Works Precautions
- Safe Working in Confined Spaces (AS 2865)
- Code of Practice for Safe Works on Roofs
- Managing the Risks of Falls at Workplaces (Incl. Catwalks)
- Code of Practice for Safe Works on Light Towers
- Trenching Precautions
- Electrical works

Entry Permits are available from the SOPA representative. SOPA Work instructions associated with the Entry Permits will be made available.

Do not carry any matches or lighters whilst working in confined spaces and adjacent to chemical storage areas.

Cutting or welding processes are not permitted on site without prior SOPA Management approval.

"Hot Work" permit must be authorised by the SOPA representative

10. LICENSED SERVICES WORKS

All persons carrying out service work that is required to be done by licensed trades persons shall hold a current appropriate licence or shall carry out such work under the personal supervision of a person so licensed. Such work shall be in accordance with the relevant authority's rules and regulations and shall be inspected, where required, by the appropriate authority and any certificates forwarded to the SOPA representative

11. SITE SAFETY

- All electrical equipment must be inspected for safety tags by SOPA representative prior to use. Any equipment that is not tagged, has a tag indicating expired inspection status, or is deemed to be in an unsafe or unserviceable condition by SOPA representative shall not be used on site.
- All power cords and leads must be cable ramped, secured and inspected by a SOPA representative.
- The contractor shall provide overhead protection for all persons within the area of work where there is a risk of injury from falling or flying objects such as materials or tools.
- Where welding or grinding processes are to be used, protective screens must be provided so as to prevent eye injuries to other personnel, employees of the Centres, or Centre patrons.
- All items of plant and equipment bought on site shall be adequate and shall comply with all relevant regulatory requirements. Plant and equipment shall be operated by only authorised and suitably qualified persons. Plant and equipment shall be properly maintained and kept in a safe and serviceable condition. Unsafe equipment must be duly identified to prevent inadvertent use, and either made safe or removed from the site.
- Lighting shall be adequate for the tasks being carried out. Lighting must not produce unsafe glare. All luminaries shall be appropriately shielded against breakage.
- Any proposed temporary structures, i.e. lighting truss, seating stands etc. must have certified drawings with load specifications presented to Management for certification by the preferred engineer. Upon certification of the proposal an inspection will be carried out upon installation. The costs associated with certification will be met by the venue hirer/contractor.
- Protective sheets, covers or materials should be used over flooring, furniture and fittings where appropriate to protect surfaces. E.g. sports flooring
- Where the work involves the installation or alteration of any pipe work carrying water over carpeted areas, the pipe work shall be pressure tested using low-pressure air prior to being charged with water.
- Do not carry out any activity that could result in transportation damage, spills or fire within the premises.
- Work sites should be left free from obstruction and damages. Any damages will incur a repair / replacement cost.

12. CHILD PROTECTION

The centre is Child Friendly and has a number of child oriented programs in place. Children frequent the café, toilets and program areas and are often involved in events. Work tasks should be planned around the use of facilities by children and no contractor should be in a position of isolation with children. Please liaise with the SOPA representative on access to areas outside of programs. Should contractors be isolated with children, withdrawal from this environment should occur immediately and this occurrence be reported to a SOPA representative. No equipment should be left unattended for this reason.

13. SITE-SPECIFIC SAFETY MANAGEMENT PLAN

The contractor must:

- Identify and assess the hazards associated with the works and document the hazard control measures in place in the form of a Work instruction or Safe Work Method Statement. The SWMS should;
 - Show a step-by-step descriptive sequence of the works to be undertaken.
 - Identify the potential hazards associated with the work, an assessment of risk, and the risk controls in place to minimise these risks including training, necessary PPE and relevant standards or guidelines
 - Identification of the plant and equipment that will be most likely used on site e.g. ladders, scaffolds, grinders, electrical leads, welding machines and fire extinguishers.
 - Show the signature of a senior representative of that organisation and the date signed
- Comply with OH & S legislation, regulations, standards and codes and the Site Safety Rules.
- Manage workplace injury management and rehabilitation.
- Ensure that all personnel attend a safety induction briefing before starting work.
- Manage accident and emergency procedures.
- Identify & manage the OH & S training needs of all personnel involved in the works & ensure training is carried out.
- Ensure that only suitably trained personnel conduct the works on site.
- Identify who will be responsible to prevent, prepare for, respond to and recover from incidents.

SOPA will:

- Manage emergency and evacuation procedures in accordance with the established Emergency Management Plan (CEPM).
- Provide the contractor with an uncontrolled copy of the CEPM Handbook upon request.
- Provide access to an emergency procedure map to each contractor on sign in.

Contractor Checklist ...

- Public Liability Policy received (\$20 million)
- Workers Compensation Certificate received
- Safe Work Statements received
- WorkCover Registration records received (if required)
- Entry Permit completed & received (if required)
- Site-specific Management Plan received
- Site Safety Rules received
- Environmental Management Plan received (if required)
- Training Records sighted (If required)

AUTHORISATION

I / We have read and understood the Contractor Safety Induction of the Quaycentre, Hockey Centre and Sports Hall and agree to abide by the these rules and comply with the same objectives of the policies outlined.

I / We further agree to report any accidents or environmental incidents, actual or potential, promptly.

I / We understand that failure to comply with these policies may result in exclusion from the premises.

Name: Org:

Signature: Date:

Comments:

SOPA Representative: Date:

Comments:

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