-

MULTIPLEX

SHOPFITTER HSE COMPLIANCE REQUIREMENTS

Galleria Shopping Centre Redevelopment
27th May 2026
Revision 0

Multiplex Constructions Pty Limited

Level 1, 123 St Georges Terrace
Perth, WA 6000
T: +61 8 9483 0899

www.multiplex.global

CONTENTS

1. Introduction 1
- *1.1 Purpose and Scope 1*
- *1.2 Compliance with Law 1*
- *1.3 Definition of Acronyms and Terms 1*
- *1.4 Interface with other Project Plans and Other Documents 2*
- *1.5 Document Control 2*
- *1.6 Precedence 2*

2. Pre-Mobilisation 3
- *2.1 Shopfitter as Principal Contractor of their Tenancy 3*
- *2.2 Compliance with Site Specific Requirements 3*
- *2.3 MPX Key Points of Contact 3*
- *2.4 Shopfitters Review Process 4*
- *2.5 Secondary Shopfitters 4*
- *2.6 SWMS/JSA 4*
- *2.7 General Induction - Online 6*
- *2.8 Site-Specific Inductions 6*
- *2.9 VCX Induction 7*
- *2.10 Shopfitter Site Induction 7*
- *2.11 Training and Competency 7*
- *2.12 Supervision 8*
- *2.13 First Aid 8*
- *2.14 Personal Protective Equipment 8*
- *2.15 Site Amenities / Facilities 8*

3. Access Control 9
- *3.1 Working Hours 9*
- *3.2 Daily Personnel Numbers 10*
- *3.3 Deliveries 10*
- *3.4 Pedestrian Access 10*
- *3.5 Vehicle Access 11*
- *3.6 Traffic Management 11*
- *3.7 Plant and Equipment Use and Inspection 12*

4. HSE Procedures and Standards 14
- *4.1 Health and Safety Handbook 14*
- *4.2 WA People and Environment Procedures and Standards 15*
- *4.3 WA Emergency & Incident Management Procedures 15*

5. Site Mobilisation 16
- *5.1 Public Safety / Protection 16*
- *5.2 Fatigue Management 16*
- *5.3 Elevated Work Platforms 16*
- *5.4 Hazardous Substances and Dangerous Goods 16*
- *5.5 Manual Handling 17*
- *5.6 Fire Protection and Prevention 17*
- *5.7 Working at Heights 17*
- *5.8 Ladder Use 17*
- *5.9 Electrical Equipment 18*
- *5.10 Temporary Power 18*
- *5.11 Electrical Energisation – Tenancy Distribution Board 18*
- *5.12 Housekeeping 19*
- *5.13 Lighting 19*
- *5.14 Scaffold Access 19*
- *5.15 Site Services and Utilities 20*
- *5.16 MPX Permit to Work Systems 20*

5.17 VCX Permit to Work ... 22
5.18 Fencing / Barricading ... 23
5.19 Noise and Vibration Management ... 23
5.20 Dust and Air Quality Management ... 24
5.21 Crystalline Silica Substances (CSS) ... 24
5.22 Water Management ... 25
5.23 Waste Management ... 25
5.24 Security of Tenancy ... 25
5.25 Smoking, Vaping, Alcohol and Other Drugs ... 25
5.26 Site Emergencies / Shopfitter Emergency Contacts ... 26
5.27 Additions, Alterations to, Suspension from Existing Structure ... 26
5.28 Protection of Finishes / Adjacent Finishes ... 26
5.29 Completion of Shopfitter Works / Handover for Stocking ... 26
5.30 Stockist's Induction ... 27
5.31 Stockist's Supervisor(s) ... 27
5.32 Stockist PPE ... 28
5.33 Stockist Manual Handling Procedure – Unloading Deliveries ... 28
5.34 VCX Workers (Volunteers for Opening) ... 28
6. Site Rules and Behaviour ... 30
6.1 Site Rules ... 30
6.2 Unacceptable Behaviour ... 30
6.3 Discrimination and Harassment ... 30
6.4 Disciplinary Action ... 31
7. Dispute Resolution ... 32
8. Inspections and Audits ... 33
8.1 Workplace Inspections ... 33
9. Non-conformance ... 34
10. Communication and Consultation ... 35
11. Reporting ... 36
11.1 Incident / Hazard Reporting and Investigation ... 36
11.2 Injury Management and Reporting ... 37
Appendix 1 – Shopfitters HSE Review Process Overview ... 38
Appendix 2 – Shopfitters HSE Pre-Commencement Form ... 39
Appendix 3 – OHSE Management plan - Tenancy Fit-Out ... 40
Appendix 4 – OHSE Management Plan Review Template – Tenancy Fitout ... 41
Appendix 5 – SWMS/JSA Review Template ... 42
Appendix 6 – Induction Process ... 43
Appendix 7 – MPX WA General Online Induction ... 44
Appendix 8 – Project Induction Request Form ... 45
Appendix 9 – Mobile Plant Inspection Checklist Templates ... 46
Appendix 10 – Permit to Work Templates ... 47
Appendix 11 – Health and Safety Handbook ... 48
Appendix 12 – WA People and Environment Procedures and Standards ... 49
Appendix 13 – WA Emergency and Incident Management Procedures ... 50
Appendix 14 – Tenancy Identification Template ... 51
Appendix 15 – Shopfitter Site-Specific Induction Meeting Location ... 52
Appendix 16 – Shopfitter Parking ... 53
Appendix 17 – Site Logistics Plans ... 54
Appendix 18 - Manual Handling Procedure – Tenants ... 55
Appendix 19 - Risk Assessment - General Manual Handling ... 56
Appendix 20 – Crystalline Silica Substance Information ... 57
Appendix 21 – Site Layout ... 58
Appendix 22 - Galleria Contractor Information Pack May 2023 ... 59
Appendix 23 – Fredon Power On Request ... 60

1. Introduction

1.1 Purpose and Scope

The purpose of this document is to give Shopfitters an overview of the Health, Safety and Environmental compliance requirements when working on the Galleria Shopping Centre Redevelopment Project (the Project). This requirements document should be read in conjunction with the tenancy management plan and includes all referenced appendices.

1.2 Compliance with Law

The Shopfitter and any secondary shopfitters shall, in carrying out the work under the Tenancy Agreement / Contract, comply with all applicable work health and safety legislation as defined by the Subcontract.

Multiplex maintains a legal and other requirements register which details applicable health, safety and environmental legislation.

For further information refer to WA People & Environment Procedures and Standards; Section 1.1 – Legal and Other Requirements.

1.3 Definition of Acronyms and Terms

Acronym or Term	Definition
Client	Vicinity Centres
Construction Project	As per r.292 in the WHS(G)R2022, a construction project is a project that involves construction work where 5 or more persons are, or are likely to be, working at the same time at a construction site.
D&C	Contract
EWP	Elevated Work Platform
EWPAA	Elevating Work Platform Association of Australia
FIPS	Fall Injury Prevention System
HSE	Health, Safety and Environment
GPO	General Purpose Outlet
GSCR	Galleria Shopping Centre Redevelopment
HV	High-voltage
Ind.	Industrial
JSA	Job Safety Analysis
LLN	Language, Literacy, Numeracy
LTI	Lost Time Injury
MPX	Multiplex
MTI	Medically Treated Injury
PPE	Personal Protective Equipment
PPM	Proven Project Management
Principal Contractor	As per r.293 in the WHS(G)R2022, a person conducting a business or undertaking that commissions a construction project is, the principal contractor for the project. The principal contractor has management or control of the workplace and shall discharge the duties of a principal contractor
r.	Regulation

Acronym or Term	Definition
RTO	Registered Training Organisation
Substantial Completion	The Works reach the state of completion, such as to allow each Tenant to commence fitout and as per requirements prescribed in the D&C Contract
SDS	Safety Data Sheet
SF	Shop fitters
Shall	A mandatory requirement. Exceptions to this requirement require endorsement and approval of the Project Manager. 'Will' or 'shall' are both considered to be mandatory.
SMP	Safety Management Plan
SWMS	Safe Work Method Statement
TDM	Tenancy Delivery Manager
The Project	Galleria Shopping Centre Redevelopment
VCX	Vicinity Centres
WHS(G)R2022	Work Health and Safety (General) Regulations 2022

1.4 Interface with other Project Plans and Other Documents

This document should be read in conjunction with the Project Plans, the Health & Safety Handbook, WA People & Environment Procedures & Standards and WA Emergency & Incident Management Procedures.

1.5 Document Control

Amendments to this document are approved by the Project Manager, and distributed to all holders of controlled copies.

Uncontrolled copies of this Plan may be distributed to Multiplex personnel, Shopfitters and VCX. These copies are not subject to automatic amendment and the receiver should verify currency of the document.

Revisions to this Plan shall be made as required to reflect the current system requirements.

Revision	Date	Description	Page	Reviewed By	Approved By
DRAFT	20 February 2026	New Document	All	Joe Dziadulewicz	Kylie Judd
DRAFT – A	17 April 2026	Document updated, incorporating VCX comments	All	Joe Dziadulewicz	Kylie Judd
DRAFT – B	4 May 2026	Document updated, incorporating VCX comments	All	Joe Dziadulewicz	Kylie Judd
0	27 May 2026	Document finalised	All	Joe Dziadulewicz	Kylie Judd

1.6 Precedence

Where ambiguity is detected between the procedures and requirements in this document and the supplied documentation by the Shopfitter, then the procedures nominated in this document will take precedence.

2. Pre-Mobilisation

2.1 Shopfitter as Principal Contractor of their Tenancy

Multiplex is the Principal Contractor for the Galleria Shopping Centre Redevelopment Project and has management or control of the workplace. When Multiplex achieves Substantial Completion for the Tenancy and subsequently tenancy works are commenced by the Shopfitter, the Shopfitter undertaking the works takes site possession of the Tenancy, the Tenancy becomes their Site (up to the tenancy line), they become Principal Contractor of their Site (the Tenancy). Multiplex status as Principal Contractor remains for areas outside of the Tenancy (outside of the tenancy line).

Multiplex is not responsible for shopfitter HSE documentation applicable to works inside the Shopfitters Site (where the Shopfitter is Principal Contractor).

2.2 Compliance with Site Specific Requirements

Noting the areas where Multiplex is Principal Contractor and the Shopfitter is Principal Contactor (described in section 2.1 above), to the extent that Shopfitters are undertaking work in areas where Multiplex is Principal Contractor, the Shopfitters shall, in carrying out the work on the Project, ensure that they and each secondary Shopfitter(s) shall;

- Comply with all MPX Management Plans as amended from time to time
- Comply with these HSE Compliance Requirements as amended from time to time
- Comply with any instructions issued by MPX with regards to health, safety or environmental whether verbal or written
- Cooperate with MPX to ensure that a safe working environment is maintained at all times
- Ensure adequate supervision and instruction is provided at all times to apprentices, cadets and any other person who have no or limited industry experience
- Ensure work is only carried out if authorised by MPX.
- Work in accordance with the Working Hours described in section 3.1
- Attend all required coordination meetings necessary to book in their deliveries and other logistical aspects of the project

Stockists shall comply with MPX requirements (outlined above).

2.3 MPX Key Points of Contact

The following MPX staff are the key points of contact for the Project

POSITION	NAME	PHONE NUMBER	EMAIL
Project Manager	Kylie Judd	0444 532 602	Kylie.Judd@multiplex.global
Assistant Project Manager	Liam Gayner	0476 816 130	Liam.Gayner@multiplex.global
Site Manager	Adam Cherubino	0403 289 363	Adam.Cherubino@multiplex.global
Tenancy Delivery Manager	Derek Chia	0457 495 788	Derek.Chia@multiplex.global
Senior HSE Advisor	Steve McCormack	0403 601 130	Steven.McCormack@multiplex.global
Senior HSE Administrator / Industrial Medic	Naomi Miley	0459 899 892	Naomi.Miley@multiplex.global

Note: Reference to MPX HSE, is reference to the Senior HSE Advisor and Senior HSE Administrator / Industrial Medic.

2.4 Shopfitters Review Process

Noting the areas where Multiplex is Principal Contractor and the Shopfitter is Principal Contactor (described in section 2.1 above), to the extent that Shopfitters are undertaking work in areas where Multiplex is Principal Contractor, all Shopfitters documentation must be received by MPX HSE at least 20 business days prior to their commencement of work on site.

The Shopfitter (in coordination with the VCX Tenancy Delivery Manager) shall fill out a HSE pre-commencement form (Appendix 2) and based on responses, supply applicable documentation as prompted by the HSE pre-commencement form (Appendix 2).

VCX will conduct a HSE pre-commencement meeting with all shopfitters for each tenancy. Shopfitter attendance at this meeting is mandatory. This meeting will be facilitated / attended by VCX's Safety Representative and the VCX Tenancy Delivery Manager team. The HSE pre-commencement form (Appendix 2) shall be filled out as part of the pre-commencement meeting and based on responses, applicable documentation shall be supplied to MPX as prompted by the HSE pre-commencement form (Appendix 2).

Depending on the size and scope of the works to be performed, and at Multiplex's discretion, MPX may also attend VCX's HSE pre-commencement meeting (in coordination with the VCX's Safety Representative and VCX Tenancy Delivery Manager). This meeting will identify site specific logistics and other pertinent HSE information critical to works to be performed onsite.

The Shopfitter will be required to submit an OHSE Management Plan, this shall be in the OHSE Management Plan Template – Tenancy Fit-Out format OR equivalent (Note: MPX has developed a template for use by Shopfitters as required – refer to Appendix 3).

The Shopfitter shall allow 5 business days from the date of submission for Multiplex to review and provide comment / feedback to the shopfitter on the HSE pre-commencement form (Appendix 2) / OHSE Management Plan Template – Tenancy Fit-out (Appendix 3).

Once received, MPX HSE will review the Shopfitters documentation against site specific review criteria (refer Appendix 4). When approved the Shopfitters will be contacted and then entered on the Multiplex approved Shopfitters register. Bookings can then progress for online inductions, site inductions, plant/equipment and deliveries.

The shopfitters HSE review process overview is outlined in Appendix 1. The Shopfitters HSE Pre-Commencement Form is provided as Appendix 2. The OHSE Management Plan Template – Tenancy Fit-Out is provided as Appendix 3. The MPX review criteria it will use to review the Shopfitters OHSE Management Plan – Tenancy Fit-Out is provided as Appendix 4.

2.5 Secondary Shopfitters

Any main Shopfitters who will be engaging secondary Shopfitters must nominate them in their OHSE Management Plan Template – Tenancy-Fit-Out and ensure that Secondary Shopfitters provide;

- Provide valid insurance certificates of currency (Workers compensation, Public Liability), SWMS/JSA (unless conducting works under Main Shopfitters SWMS/JSA.).

Main Shopfitters shall ensure Secondary Shopfitters shall sign onto their OHSE Management Plan Template – Tenancy Fit-Out.

Secondary Shopfitters will remain under the direct control of the Main Shopfitters and will be listed on the Shopfitters register under the main Shopfitters. All Documentation must be received and reviewed by MPX (as per section 2.4) prior to any work commencing.

2.6 SWMS/JSA

Noting the areas where Multiplex is Principal Contractor and the Shopfitter is Principal Contactor (described in section 2.1 above), to the extent that Shopfitters are undertaking work in areas where Multiplex is Principal Contractor, the Shopfitter shall submit SWMS/JSA for their work tasks.

Note: Shopfitters are not required to supply SWMS to MPX HSE for the work tasks performed inside their Site where they are Principal Contractor (described in section 2.1 above).

In areas where VCX has management or control of the workplace (e.g. the shopping centre roof), Shopfitters shall submit HSE documentation directly to VCX (SWMS, insurances, licenses etc.).

Examples of activities a Shopfitter may be performing in work areas where Multiplex is Principal Contractor may include, but not be limited to;

- Loading / unloading deliveries
- Materials handling to / from their Tenancy
- Use of / operating mobile plant
- Works to complete their shopfront (outside of the tenancy line)

SWMS/JSA must comply with the criteria as outlined in this document (Appendix 5). SWMS/JSA must be submitted for all works undertaken at the MPX site.

SWMS/JSA shall be self-reviewed in the first instance by the Shopfitters using the SWMS/JSA review template – Appendix 5. After the SWMS/JSA's are self-reviewed, the SWMS and the completed SWMS/JSA review template are to be provided to MPX HSE.

SWMS/JSAs must be submitted to MPX HSE who disseminate to the MPX Supervisors for review prior to any work commencing and must be signed by all employees involved in the scope of work.

MPX will confirm (using SWMS/JSA review template – Appendix 5) to the Shopfitters when SWMS/JSA's have been reviewed, and when they are permitted to commence.

Once the SWMS/JSA has been reviewed by MPX and confirmation is provided, Shopfitters may commence the works that are in in areas where Multiplex is Principal Contractor. A copy of the SWMS/JSA must be available on-site at all times and signed by all employees involved in the work task(s).

If work conditions (i.e. methodology, conditions and hazards) change applicable SWMS/JSA's shall be;

- Reviewed
- Amended accordingly
- Re-submitted to MPX supervisor for further review.

The SWMS/JSA review template is provided as Appendix 5.

In accordance with MPX's WHS Management Plan for the Project, the list of activities for which a SWMS is required are outlined in the table below:

SAFE WORK METHOD STATEMENTS	
Work at height >2m	Work involving excavation to a depth greater than 1.5 metres
Work involving the disturbance or removal of ACM	Work involving structural alterations requiring temporary support to prevent collapse
Work involving a confined space	Work on or near pressurised gas distribution mains and consumer piping
Work on or near energised electrical installations and services	Precast concrete Construction work
Work on or adjacent to roadways or railways used by road or rail traffic	Work involving contaminated soils
Work in or adjacent to special environments, prisons, hospitals, schools etc.	Suspended scaffold work (swinging stages)
Construction, climbing and dismantle of jump or slip form	Mobile crane set–up and use
Erecting, maintaining, climbing, or dismantling tower cranes	Erecting or dismantling hoardings
Erecting or dismantling formwork	Work involving the use of personal fall restraint equipment

SAFE WORK METHOD STATEMENTS	
Concrete cutting and coring work	Post tensioning of concrete (stressing)
Hot works, including welding, oxy cutting and use of angle grinders	Underground services
Demolition work	Work on or near chemical, fuel or refrigerant lines
Tunnel construction	Work in an area where there are artificial extremes of temperature
Work on or near chemical, fuel or refrigerant lines	Piling work
Work adjacent to water or other liquids where there is a risk of drowning	Operation of mobile plant, cranes, hoists or, concrete pumps
Work in or around the rail reserve	Erection, climbing, dismantling of formwork screens
Dogging or rigging or scaffolding work	Installation, use and removal of cantilevered decks
Façade installation, removal, or maintenance	Processing of a Crystalline Silica Substance (CSS)

2.7 General Induction - Online

Prior to booking for a site-specific induction, Shopfitters need to complete the general induction – online. You can complete the general induction online on a desktop or laptop computer.

Note: each company will need to register for the general induction – online, Secondary Shopfitters cannot be registered under Main Shopfitters.

The induction website address is https://www.onlineinduction.com/multiplex/

At the completion of the general induction – online, you will receive an induction certificate – which is to be bought along to the site-specific induction.

The general induction – online takes approximately 30-45 minutes to complete. An induction user guide is available for your reference. For further guidance call Naomi Miley on 0459 899 892 or email inductions@multiplex.global.

The induction process at the Galleria Shopping Centre Redevelopment Project is outlined in Appendix 6. The information on how to complete the general induction – online is outlined in Appendix 7.

2.8 Site-Specific Inductions

MPX holds a daily site-specific shopfitter induction @ 7:00am Monday to Friday. Inductees are to meet at the MPX Project Office - 2-16 Bishop Street, Morley WA 6062. Please refer to Appendix 15 for the meeting point.

Inductions are booked by completing the project induction request form (Appendix 8) and forwarding via email to inductions@multiplex.global:

- Project
- Induction day / date
- Name
- Surname
- Company (including if a secondary shopfitter – i.e. main shopfitter name / secondary shopfitter name)

The project contact for induction queries is inductions@multiplex.global

In order for Main Shopfitter / Secondary Shopfitter employees to be able to complete the site induction they need;

- To have completed the general induction – online (refer to section 2.7).
- Verification from the MPX HSE that the HSE documentation has been accepted and signed off (refer to section 2.4, 2.5, 2.6).

- To be booked in for the induction at least 24 hours prior to the induction date.
- Employees name and company details need to be on the induction booking register. (Secondary shopfitters must nominate which Main Shopfitter they are to be working under).
- Shopfitters will receive Induction booking confirmation (if no booking confirmation is received, contact the relevant MPX representative – contact details provided above). Do not send the employee for induction unless you have received a booking confirmation.
- To produce their construction industry safety awareness training induction card (White/Blue card) and other relevant certificates of competency (high risk workers license, operator competencies etc.) at the induction.
- Arrive at the meeting point at 6.45am. Late arrivals are not permitted.

If any of the above items are not met, then MPX reserves the right to deny induction.

After completion of induction, the inductee will be issued with a pink site induction sticker to be placed onto their hard hat. This number will be tracked on a Shopfitter induction register.

Immediately after the induction, and before any employee commences work on site, Shopfitters Managers/Supervisors are required to induct their personnel into the applicable SWMS/JSA.

The person must read the SWMS/JSA and then print their name, sign off and date the SMWS/JSA, verifying they have read, understood it and will comply with the document.

2.9 VCX Induction

Where the Shopfitter is required to work outside of the Galleria Shopping Centre Redevelopment Project and in operational areas under the control of VCX, they are required to follow the VCX induction requirements.

VCX uses RapidGlobal (online) as it's induction platform for all Principal Contractor works in the shopping centre facility (information contained within the Galleria Contractor Information Pack, see Appendix 22).

All Shopfitters who are required to work in the shopping centre facility (outside of the Site construction boundary… e.g. the shopping centre roof) are required to successfully complete the Vicinity RapidGlobal (online) induction.

The Shopfitter are to contact the VCX Tenancy Delivery Manager for further information on the induction process to be followed.

2.10 Shopfitter Site Induction

As the Principal Contractor of their Site (within their Tenancy, up to the tenancy line), the Shopfitter will be required to provide their site induction requirements to MPX. Where the Shopfitter has a site induction process, the Shopfitter shall induct MPX and its subcontractors. The Shopfitter site induction shall not be withheld.

The Shopfitter is to also advise what HSE documentation they require from MPX and/or its subcontractors entering the Tenancy to undertake works.

MPX will require access to and work in the Tenancy in coordination with the Shopfitter, including but not limited to base-build works (i.e commissioning activities) and/or tenancy works instructed under its D&C Contract.

2.11 Training and Competency

Training and competency include formal and informal (i.e. on the job) training. This includes inductions and SWMS/JSA inductions. At a minimum all personnel coming to site is required to hold a construction industry safety awareness card (blue or white card). Inductees must upload their construction industry safety awareness card and licenses applicable to their trade to the online induction system prior to requesting a site induction.

Shopfitters shall ensure that no work is carried out unless the person undertaking the work is competent and holds a recognised, current and valid license or record of competency.

Shopfitters shall notify MPX in advance of any personnel attending site who may have restricted learning capabilities (i.e. hearing, visual or poor LLN) which could be reasonably expected to affect the understanding of critical site specific training.

Where this is identified, Shopfitters shall propose solutions to overcome these learning difficulties. Any solution identified will be at the Shopfitters cost and may include but not be limited to;

- Specialised inductions
- Qualified translators
- Translation of safety documentation into preferred languages.

2.12 Supervision

As Principal Contractor for their Site, Shopfitters shall ensure that all their personnel and Secondary Shopfitters are supervised at all times. The Shopfitters' supervisor(s) must be suitably qualified, competent, full time site based person responsible for making commitments on behalf of the Shopfitters with regard to health, safety or environmental issues.

Where the Shopfitter is engaged to fit out multiple tenancies, the Shopfitter shall ensure that they provide a Supervisor for each tenancy.

The Shopfitter must make available in their Tenancy a set of their latest revision drawings.

At the entry to their Site, the Shopfitter shall identify their Shopfitter Supervisor. A Tenancy Identification Template is supplied as Appendix 14. This shall be displayed at the entry to their Site.

2.13 First Aid

Shopfitters will be informed via the site-specific induction of trained first aid personnel as well as the locations of first aid equipment on the project. To the extent that injuries require first aid and they have occurred within the MPX Site, they are to be reported through to MPX HSE / Supervision.

To the extent that injuries require first aid and they have occurred within the Shopfitters Site, they are to be reported to VCX.

Shopfitters shall ensure that their Shopfitter Supervisor holds appropriate first aid training (provide first aid). This is noted on the HSE pre-commencement form and will also be discussed at a site specific HSE pre-commencement meeting (if/where held).

2.14 Personal Protective Equipment

Noting the areas where Multiplex is Principal Contractor and the Shopfitter is Principal Contactor (described in section 2.1 above), to the extent that Shopfitters are in areas where Multiplex is Principal Contractor, the Shopfitter shall ensure that they comply with the minimum MPX PPE requirements;

- Hard hat
- High-vis vest or clothing
- Short sleeved collared shirts and long trousers
- Steel capped safety boots.

Additional PPE shall be worn as described in SWMS/JSA's.

Shopfitters shall provide all required PPE to their employees at no cost to MPX. Shopfitters shall replace their employees PPE upon request and/or after fair wear and tear at no cost to MPX.

2.15 Site Amenities / Facilities

Site Amenities are available for use on the ground floor of the multi-deck carpark, directly below the L1 Shopfitter Parking area. Shopfitters are not to use shopping centre toilets. Refer to Appendix 21.

3. Access Control

3.1 Working Hours

Shopfitters shall comply with the Working Hours, this applies to all areas of the Project (including tenancies) and is irrespective of the Principal Contractor arrangements. Work is not permitted at the Project outside of the Working Hours.

The normal working hours for the project Monday to Friday are 7.00am to 5.30pm.

The normal working hours for the project Saturday are 7.00am to 2.30pm

Any work before outside of these hours will require approval from MPX (through an out of hours work permit).

Any work outside of the hours of Monday to Saturday 7.00am to 7.00pm will also require additional approval (i.e. council and/or client). Note: 2-week approval is understood to be required from the council.

For **MONDAY to FRIDAY** out of hours work (5.30pm to 7.00pm), permits must be submitted to the below staff by email by 12.30pm on the **DAY PRIOR** to the required works (submitted Friday - for Monday work).

For **SATURDAY** out of hours work (2.30pm to 7.00pm), permits must be submitted to the below staff by email by 12.30pm each **THURSDAY**.

For work outside of **MONDAY to SATURDAY** 7.00am to 7.00pm, permits must be submitted to the below staff 14 calendar days (2 weeks) in advance, this is to allow sufficient time to gain approval from the local council.

POSITION	NAME	EMAIL
Site Manager	Adam Cherubino	Adam.Cherubino@multiplex.global
Senior HSE Advisor	Steve McCormack	Steven.McCormack@multiplex.global

Shopping Centre Hours

MPX understand noisy and/or intrusive works that affect shopping centre operations must be undertaken outside of shopping centre hours. MPX understands the shopping centre hours to be:

- Monday, Tuesday, Wednesday, Friday - 8.00am – 5.30pm
- Thursday - 8.00am – 9.00pm
- Saturday 8.00am – 5.00pm
- Sunday, Public Holiday - 11.00am – 5.00pm

Note: Shopfitters are advised to check/confirm Public Holiday trading hours as these may be subject to change.

Refer to section 5.17 in relation to noisy and/or intrusive works.

Rostered Days Off

The Project is closed on rostered days off (RDO). Where VCX or Shopfitters request to work on an RDO, these requests are to be provided via VCX a minimum of 2 weeks in advance. MPX will then discuss with VCX before responding to the request to work / open the project on an RDO.

- RDO - Monday 6 July
- RDO - Monday 24 August
- RDO - Tuesday 29 September
- RDO - Monday 26 October

Saturday 26 September and Sunday 27 September are a designated lockdown weekend. Saturday 26 September the project is closed. Sunday 27 September the project is closed (as per normal). Monday 28 September is a public holiday and the project is closed.

3.2 Daily Personnel Numbers

Shopfitter numbers will be recorded for emergency management purposes. Through inductions Shopfitters will be informed of entry points in which these gates will be manned.

Shopfitters shall ensure that daily personnel numbers of employees on-site are provided in person, electronically or in hard copy to the following MPX representative by 8.00a.m each day;

POSITION	NAME	PHONE NUMBER	EMAIL
Site Administrator	Rachel Hosking	0437081796	Rachel.hosking@multiplex.global

3.3 Deliveries

The following will apply to all Shopfitters in respect to the delivery of materials, vehicles, plant and equipment;

- All deliveries must be booked a minimum of 24-hours ahead of the intended delivery date. Shopfitters must attend the daily delivery coordination meetings to book in their deliveries. These are held 1.30pm daily in the MPX Project Office - 2-16 Bishop Street, Morley WA 6062
- All deliveries shall be made on a just in time basis – the day it is required
- Deliveries are only to be made to pre-arranged laydown areas designated by MPX
- Deliveries are not to be made to or unloaded on the L1 multi-deck carpark
- Delivery drivers and Shopfitters are reminded of their Chain of Responsibility requirements with respect to deliveries
- No vehicles are to be left unattended
- Delivery vehicles report to the gate at which they have been booked to attend. The delivery vehicle is then supervised by a Shopfitters representative to and from the designated unloading point
- Delivery vehicles must be fitted with a flashing light and reversing beeper
- Delivery vehicles must abide by the site speed limit of 10km/h
- All vehicle engines must be switched off whilst unloading or while the driver is not in the cab
- Delivery drivers must wear all required PPE (see section 2.14)
- Delivery drivers are not permitted to assist in unloading unless they have been fully site inducted and hold the relevant competency as per the Multiplex Health & Safety Handbook if required to operate plant and / or machinery (Appendix 11)
- Deliveries must be clearly labelled with the shopfitter's details, tenancy name and shopfitter contact name / number
- Vehicle loading crane (hi-ab) operators must hold a *'CV'* type high risk work license (irrespective of capacity)
- MPX will have available one (1) machine (forklift) to assist with unloading of deliveries.

Refer to Appendix 17 – Site Logistics Plans for further details on deliveries / logistics.

Traffic management information and the site layout will also be explained at the site-specific induction.

3.4 Pedestrian Access

Each employee inducted on the project will receive a site access card which is used to enter / exit the site Amenities. Access onto site shall be through the designated areas nominated in Appendix 17 which will be manned by security

personnel. Upon entry onto site the Shopfitter will be asked to provide proof of induction (pink hard hat sticker / site access card).

Shopfitters personnel shall use the designated pedestrian access ways when walking between site amenities and within work areas where practicable.

Shopfitters shall only access the construction site areas in which they are performing works. The Shopfitter is not permitted to walk around other areas of the construction site.

Internal pedestrian and vehicle access information and the site layout will also be explained at the site specific induction.

Shopfitters shall use the designated accesses only. They are not to chock open doors or deviate from the designated accesses to take shortcuts.

Refer to Appendix 17 – Site Logistics Plans for further details on deliveries / logistics.

3.5 Vehicle Access

The following will apply to all Shopfitters in respect to vehicle access;

On-site parking arrangements for the Shopfitter are as follows (refer to Appendix 16)

- Parking is on L1 of the multi-deck carpark and is accessible via Walter Road. There is a strict 1.9m height restriction driving up/down the concrete ramp to get to the parking. Do not use this carpark if a vehicle height exceeds 1.9m.
- Do not park in any other areas, other than the designated contractor's parking. Unauthorised vehicle parking will be subject to disciplinary measures.
- For further information refer to Appendix 7.
- No permanent light vehicle (LV) access to construction areas will be permitted – delivery pick-up and drop-off only
- Deliveries are not to be made to or unloaded on the L1 multi-deck carpark
- Any vehicle and/or mobile plant movement around site will require a flashing light (beacon) and a fitted fire extinguisher
- The Shopfitters shall ensure that all vehicles and those of their suppliers are free from mud, dirt and debris likely to contaminate public roads and highways.

Internal pedestrian and vehicle access information and the site layout will also be further explained at the site specific induction.

3.6 Traffic Management

The Shopfitters shall ensure that;

- Employees adhere to all traffic, directions, signage and speed limits on-site at all times
- Vehicles and mobile plant do not deviate from specific access roads, unless instructed to do so by MPX
- In all areas the speed limit will be 10 km/h
- Speed limits will apply. Speed limit directional signage will be displayed
- Vehicles or mobile plant left unattended, have park brake engaged, keys left in the ignition (where practicable), display company signage and a contact phone number on the dashboard;
- Except for the period of time that deliveries are unloaded or loaded, there is no parking inside of the construction site.

Traffic management information and the site layout will also be explained at the site-specific induction.

3.7 Plant and Equipment Use and Inspection

Plant and equipment shall be booked for delivery to site 24 hours prior to arriving. Prior to arrival on site, plant documentation including plant risk assessment and maintenance records (including service history) must be provided to the following via email:

POSITION	NAME	PHONE NUMBER	EMAIL
Senior HSE Advisor	Steve McCormack	0403 601 130	Steven.McCormack@multiplex.global
Senior HSE Administrator / Ind. Medic	Naomi Miley	0459 899 892	Naomi.Miley@multiplex.global

The Shopfitters shall ensure all mobile plant is registered and approved for use on site prior to mobilising, and displays the MPX issued project plant sticker.

To register the mobile plant for site:

- Shopfitters must collect a blank plant inspection checklist (applicable to the type of mobile plant) from the MPX project office (2-16 Bishop Street, Morley WA 6062) OR from the templates supplied (Appendix 9) and fill out this checklist
- Shopfitters shall ensure a competent operator/person completes the pre-use inspection / checklist to verify all required documentation is legible, written in English and readily available (i.e. service history, log-books, plant inspection and maintenance records)
- Once the checklist is complete, the shopfitter shall supply this to either of the two representatives listed above in the MPX project office (2-16 Bishop Street, Morley WA 6062)
- MPX will then issue a mobile plant registration sticker for the item of mobile plant
- This sticker is to be displayed by the shopfitter in a visible location on the item of mobile plant (i.e. gate or control box on a scissor lift, cab window on an excavator)

Refer to Appendix 9 which contains the plant inspection checklist templates.

The Shopfitters shall ensure that any plant or equipment provided for use on site is fully serviceable in accordance with the requirements of relevant legislation, Codes of Practice and Australian Standards and as per the manufacturer's recommendations/specifications. This includes, but is not necessarily limited to;

PLANT / EQUIPMENT	
Lifting equipment	Hoists
Mobile plant	Hand-held power tools
Portable equipment	Compressors
Fire equipment	Laser equipment
Welding equipment	Explosive powered tools
Scaffolding	Electrical tools and equipment

Mobile plant shall only be operated by persons with appropriate licences and certificates of competency.

Mobile plant shall only be serviced in designated areas and is to be removed from site for major servicing.

To the extent that Shopfitters are undertaking work in areas where Multiplex is Principal Contractor, the following tools and plant which require approval from the MPX Site Manager prior to use;

- 9" Grinders
- Quick-Cut saws
- Petrol driven tools and equipment used within a building or restricted space.

Note: Electric powered mobile plant, plant and power tools are strongly suggested in the first instance due to potential safety issues relating to fumes within an enclosed workplace (inside a tenancy) that may then affect MPX's site operations (outside the tenancy). Subject to approval, fuel-based mobile plant, plant and power tools will require adequate ventilation / extraction / atmospheric monitoring if used in a Tenancy.

4. HSE Procedures and Standards

4.1 Health and Safety Handbook

HSE management procedures and standards have been developed to provide information for personnel involved with construction activities and processes. HSE procedures and standards have been collated into the Health and Safety Handbook. Shopfitters are required to comply with all applicable sections of the Health and Safety Handbook. An electronic copy of the Health and Safety Handbook is provided as Appendix 11 (*Note: pertinent information for shopfitters has been included in this document for ease of reference*).

HSE PROCEDURES AND STANDARDS		
Introduction – Health and Safety Handbook		
Risk Management – Health and Safety Handbook		
People and Working Environment – People & Environment Procedures and Standards (WA)		
Legislation and Other Requirements	Visitors and Work Experience People	Refusal to Work / Dispute Resolution
Project Establishment	Fitness for Work	Workplace Audits and Inspections
Subcontractor Management	Fatigue Management	Workplace Communication & Consultation
Training, Competency & Induction	Mental Health and Wellbeing	
Environmental – People & Environment Procedures and Standards (WA)		
Dust and Air Quality	Flora and Fauna	Heritage
Land Contamination	Waste Minimisation	Water Quality
Noise and Vibration	Chemicals	Lead Management
Safe Work – Health and Safety Handbook		
Asbestos Containing Materials (ACM)	Medium Density Fibreboard (MDF)	Respirable Crystalline Silica (RCS)
Barricading and Signage	Hot Work	Pressure Testing Pipework
Concrete Coring, Cutting and Drilling	Housekeeping	Post Tensioning
Confined Space Entry	Lockout, Tag-out and Service Isolation	Site Services
Noise and Vibration	Lead Paint (Paint and Dust)	Structural Steel Decking and Other Composite Slab Systems
Cranes, Hoists & Other Lifting Equipment	Manual Handling	Structural Steel
Demolition Management	Overhead Works Coordination	Substances and Dangerous Goods
Electrical	Precast Concrete Elements	Traffic Management
Excavation	Permit to Work	Weather Conditions
Formwork, Reinforcement Installation and Concrete Placement	Personal Protective Equipment	Work at Heights
Ground Improvement, Piling, Anchors	Plant and Equipment	
Emergency and Incident Management - refer to 4.3 WA Emergency & Incident Management Procedures		
7.0 References		
Plant and Equipment Inspection Schedule		
Training and Competency Schedule		

4.2 WA People and Environment Procedures and Standards

In addition to the Health and Safety handbook, procedures and standards relating to people and the environment have been developed specifically for projects managed by MPX in WA. Shopfitters are required to comply with all applicable sections of the WA People and Environment Procedures and Standards. A copy of the procedures and standards is provided as Appendix 12.

WA PEOPLE AND ENVIRONMENT PROCEDURES AND STANDARDS		
People and Working Environment		
Legislation and Other Requirements	Visitors and Work Experience People	Refusal to Work / Dispute Resolution
Project Establishment	Fitness for Work	Workplace Audits and Inspections
Subcontractor Management	Fatigue Management	Workplace Communication & Consultation
Training, Competency & Induction	Mental Health and Wellbeing	
Environmental		
Dust and Air Quality	Flora and Fauna	Heritage
Land Contamination	Waste Minimisation	Water Quality

4.3 WA Emergency & Incident Management Procedures

In addition to the Health and Safety handbook, procedures relating to emergency and incident management have been developed specifically for projects managed by MPX in WA. Shopfitters are required to comply with all applicable sections of the WA Emergency and Incident Management Procedures. A copy of the procedures and standards is provided as Appendix 13.

WA EMERGENCY AND INCIDENT MANAGEMENT PROCEDURES	
Emergency Fire and First Aid	Height Rescue
Incident Reporting and Investigation	Natural Disasters
Injury Management	Serious Injury
ACM Inadvertent Potential Exposure	Soil Subsidence
Bomb Threat	Spill Management
Confined Space Emergency	Structural Instability / Collapse and Uncontrolled Movement of Structures
Emergency Evacuation	Unexpected / Disturbing Finds
Explosion / Fire	Violence / Illegal Occupancy
Flooding / Dewatering Equipment Failure	Vehicle / Mobile Plant Emergency
COVID-19 Confirmed Positive Case Management	

5. Site Mobilisation

5.1 Public Safety / Protection

Shopfitters shall ensure that public safety and protection takes priority when planning works and deliveries. Where there is an identified risk to public safety or a risk of damage to adjoining structures from planned works, control measures will be implemented which will include but not be limited to;

- Secure fencing/hoarding
- Appropriate warning signage
- Compliance with approved working hours
- Consultation with MPX team member
- Protection measures over completed works
- Minimising access via open / live shopping centre.

5.2 Fatigue Management

Where extended working hours are planned, the Shopfitters shall ensure a risk assessment is conducted to ensure that risk of fatigue are managed taking into account;

- Rosters allowing adequate breaks for rest and recovery between shifts
- Personnel are informed of fatigue related issues through the site induction process.

Shopfitters shall comply with the working hours are described in section 3.1.

5.3 Elevated Work Platforms

The Shopfitters shall ensure;

- EWP's are booked for inspection by MPX as per section 3.7
- EWP's (both scissor and boom-type) are inspected on a daily basis by the operator
- EWP's are operated, serviced and maintained in accordance with manufacturer's specifications
- Rescue procedures are considered and incorporated into SWMS/JSA
- Engineering approval is obtained prior to any EWP being lifted onto a slab or working deck
- Boom-type EWP's are fitted with a secondary protection device – to prevent risk of operator being crushed
- Operators of scissor lift-type EWP's (irrespective of type or capacity) hold a WP-type high risk work license or EWPAA 'SL' ticket
- Operators of boom-type EWP's (irrespective of type or capacity) hold a WP-type high risk work license and working at heights competency
- Elevated work platforms are not to be used to lift loads other than loads that they were intended to carry.

5.4 Hazardous Substances and Dangerous Goods

Shopfitters shall ensure hazardous substances & dangerous goods brought to the project are registered, correctly stored, decanted, used and disposed of in accordance with SDS.

Shopfitters shall train their employees in the SWMS/JSA based on the contents of SDS and provide their employees with appropriate PPE. Shopfitters shall ensure that any substance which is decanted must be done so into a suitably compliant container which is clearly marked with the product name.

Shopfitters are required to keep up to date SDS registers / copies of hazardous substance risk assessments (SWMS / JSA) on-site and provide a copy to MPX.

5.5 Manual Handling

Shopfitters shall assess manual handling tasks on the project, apply the hierarchy of control and where reasonably practicable, utilise mobile plant and equipment to eliminate or minimise manual handling. Correct manual handling practices shall be adopted to prevent the occurrence of injury and/or reduce the severity of injuries. Controls to minimise risk of injury to personnel whilst conducting manual handling activities will be relayed and communicated via site induction.

5.6 Fire Protection and Prevention

Shopfitters shall ensure their Site, their workplace vehicles; plant and storage facilities have a suitable type and number of fire extinguishers available for use in the event of a fire in accordance with AS 2444. Shopfitters shall also ensure that they provide adequate and suitable fire extinguishers to safely conduct work tasks (i.e. hot works). Shopfitters shall ensure that their fire extinguishers are inspected and maintained in accordance with AS 2444.Isolation of 'live' fire services in areas where MPX is Principal Contractor will require Shopfitters to obtain a services isolation permit (see section 5.13 and 5.14).

Isolation of 'live' fire services in areas where VCX has management or control of the workplace – for example the shopping centre facility (outside of the Site construction boundary) will require Shopfitters to complete an impairment notice and submit for approval to VCX.

5.7 Working at Heights

Shopfitters shall ensure that personnel required to perform work at height where the potential to fall and sustain injury exists shall ensure a fall prevention strategy is in place. Shopfitters shall ensure that all personnel working at height are formally trained and hold the relevant certificates of competency.

The Shopfitters shall ensure that;

- As far as practicable all work at heights is carried out from work platforms
- All work platforms are fitted with compliant edge protection
- Any structures that Shopfitters may be required to access or work from (e.g. cool rooms or similar installations) must be confirmed as trafficable and safe prior to use. This includes verifying that the structure has been designed or installed to support loads from workers and their equipment. Where there is a risk of a fall from these structures, appropriate fall protection and safe access controls must be in place before work commences.
- All scaffolds (including mobile scaffolds) 2m or higher are erected and tagged by licensed scaffolders only ('SB'-type as a minimum) and fitted with appropriate ladder or stair(s) for safe access
- FIPS are used at all times when persons are working at heights of 2 metres or greater where there is a potential to fall and sustain injury
- All FIPS are in a serviceable condition, and maintained as per AS 1891 and have a current inspection tag; and
- Rescue procedures are incorporated into applicable SWMS/JSA.

5.8 Ladder Use

This following section applies to the extent that Shopfitters are undertaking work in areas where Multiplex is Principal Contractor

The Shopfitters shall ensure;

- Platform (chariot) ladders are used
- All ladders are compliant with AS1892 Portable Ladders
- Ladders are visually inspected for damage prior to use

- Set-up on firm/level ground.
- Step ladders (including 3-step - 900mm) / a-frame ladders are not permitted on the project.

5.9 Electrical Equipment

The Shopfitters shall ensure all that electrical installations, tools or equipment are compliant with the current version of AS/NZS 3012 Electrical Installations on Construction Sites. Portable electrical equipment shall be inspected, tagged and registered with electrical registers compiled and retained onsite. The inspection and tagging period shall be in accordance with the following table:

Period	Colour
1st December – 28/9th February	Red
1st March – 31st May	Green
1st June – 31st August	Blue
1st September – 30th November	Yellow

- Electrical equipment shall be inspected and tagged by licensed, competent person(s) only
- Portable electrical equipment are not to be plugged into lighting outlets
- Electrical cords shall be suspended on lead stands or hung on insulated hooks
- Residual Current Devices (RCDs) shall be functional and be in use at all times.
- Shopfitters are not permitted to use domestic-rated power tools

Note: Insulated lead stands / hooks and task lighting is to be supplied by the Shopfitters.

5.10 Temporary Power

The following temporary power will be provided.

Large Tenancies (4 of)

- 32A power supply w/ 32A circuit protection
- One (1) temporary distribution board with one (1) double general-purpose outlet (GPO)

Mid-Size Tenancy (17 of)

- One (1) temporary distribution board with one (1) double general-purpose outlet (GPO)

Standard Tenancies (53 of)

- One (1) temporary distribution board with one (1) double general-purpose outlet (GPO)

Note: Fredon Electrical is MPX's electrical subcontractor.

5.11 Electrical Energisation – Tenancy Distribution Board

The following process shall be followed by the Shopfitter to request electrical energisation of the tenancy distribution board.

- A minimum of 48 hours notice is required for electrical energisation request
- Shopfitter's electrical contractor to request electrical energisation (power on) via filling out Fredon Power on Request form (Appendix 23) and sending VCX TDM. VCX TDM to issue Fredon Power on request form to MPX
- Completed Fredon Power on Request form (Appendix 23) requires the following supporting documentation and actions complete
  - All sub-circuits are to be isolated / locked out / tagged out by the Shopfitters electrical contractor

- All electrical circuits are to be terminated and tested by the Shopfitters electrical contractor
- Submains pathway to the distribution main breaker is to be clear. This requires cable duct to be left empty for submain reticulation + space required inside switchboard to install and terminate
- Western Power electrical safety certification

- Once Multiplex receives the completed Fredon Power on Request form, Fredon will isolate submains to temporary distribution board
- Fredon will install sub mains to new distribution board
- Fredon will perform dead test, live test of Fredon scope of works (the sub mains to new distribution board).
- The tenancy distribution board will be inspected by Fredon. If any incomplete works or quality issues within the tenancy distribution by the Shopfitter's electrical contractor, are obvious to Fredon, Fredon will lock off the isolator at the point of supply, report the incomplete works or quality issues for the Shopfitter's electrical contractor's rectification. The tenancy distribution board will remain isolated until rectification of the issue(s).
- Following rectification (and a minimum of 48 hours notice), Fredon will re-inspect the tenancy distribution board. If the issues identified in the tenancy distribution board are adequately rectified, then Fredon will proceed to energise the tenancy distribution board
- Fredon Power on Request Form (Appendix 23) will be signed, tenancy distribution board energised and tenancy board isolator to be danger tagged by Fredon “Warning Live Power”. Fredon will leave the tenancy isolator in the off position.
- Note: Fredon's inspection in the Tenancy is strictly limited to the tenancy distribution board only

5.12 Housekeeping

Shopfitters shall ensure that work areas within their control are maintained in a tidy and safe manner and that materials and equipment not in use are neatly stored and clear of access ways. Shopfitters shall ensure their work areas are cleaned on a daily basis.

Shopfitters shall comply with any direction by MPX to tidy work areas. Where required, if the area is not cleaned within a timeframe specified, MPX or VCX may employ supplementary contract labour to clean the area – at the Shopfitters cost. Shopfitters are to ensure that all waste produced is taken to the provided bins provided as outlined in section 5.21 Waste Management.

Materials are not to be stored in Multiplex areas. All materials are to be stored inside of the Shopfitters Tenancy.

5.13 Lighting

Acceptable lighting levels shall be provided to all work activities performed on the project. Shopfitters shall be responsible for providing appropriate access and task lighting to each particular work activity performed in their Site. Task lighting shall be fit for purpose and compliant with Australian standards (i.e. no domestic light fittings).

5.14 Scaffold Access

This following section applies to the extent that Shopfitters are undertaking work in areas where Multiplex is Principal Contractor.

Shopfitters shall ensure that any scaffolding (including mobile scaffold) is erected, maintained and dismantled in accordance with AS/NZS1576, AS4576 and the manufacturer’s specifications.

Scaffolds erected to a height of two metres or more (to the working deck), must be erected, tagged and dismantled by a person holding the appropriate scaffolding type high risk work license (i.e. ‘SB’, ‘SI’ or ‘SA’ type).

Persons erecting and dismantling any scaffolding at a height less than 2 metres shall be; trained in the erection and dismantling of the applicable scaffolding system.

When scaffold tags must be supplied by the scaffolder prior to use, this tag must include the loading capacity of the scaffold, e.g. heavy duty, and state that the design and erection of the scaffold complies with AS/NZS1576 and AS4576.

Scaffold shall be re-inspected periodically at intervals of 30 days, after alteration or after an inclement weather event (i.e. storm, wind etc.).

5.15 Site Services and Utilities

The Shopfitters shall ensure they review site plans, as constructed drawings and consult with site supervisors for services prior to commencing any work activities so as to clearly identify and locate any service.

Shopfitters installing in-ground services and/or utilities are required to;

- Supply a 'red line' as-constructed survey drawing within 48 hours of services install
- Supply a professional as-constructed survey drawing within 10 business days to MPX's site-wide surveying contractor for collation into the overall site as-con survey.

Where shopfitters are required to work in / around an area with 'live' services, a risk assessment shall be undertaken. Where there is a risk of contact with or damage to 'live' services, the shopfitter shall request isolation of the service via an isolation permit (refer to section 5.14). The service shall be isolated by the authorised services contractor, a record of isolation documented on the isolation permit and isolation / lock-out procedures implemented.

Once the works are complete, the shopfitter shall return the isolation permit to MPX. MPX will then close out the isolation permit and notify the authorised services contractor that de-isolation can occur.

If shopfitters require access to a 'live' HV switch-room, they can request access via a 'live' HV switch-room access permit. Based on risk assessment (and what work is being undertaken in the room), isolation of switch-gear may occur via an isolation permit.

5.16 MPX Permit to Work Systems

Noting the areas where Multiplex is Principal Contractor and the Shopfitter is Principal Contactor (described in section 2.1 above), to the extent that Shopfitters are undertaking work in areas where Multiplex is Principal Contractor, the Shopfitters shall ensure compliance with MPX permit to work systems. A competent MPX employee (Site Manager, Supervisor or Engineer) shall be responsible for the issuance of permits.

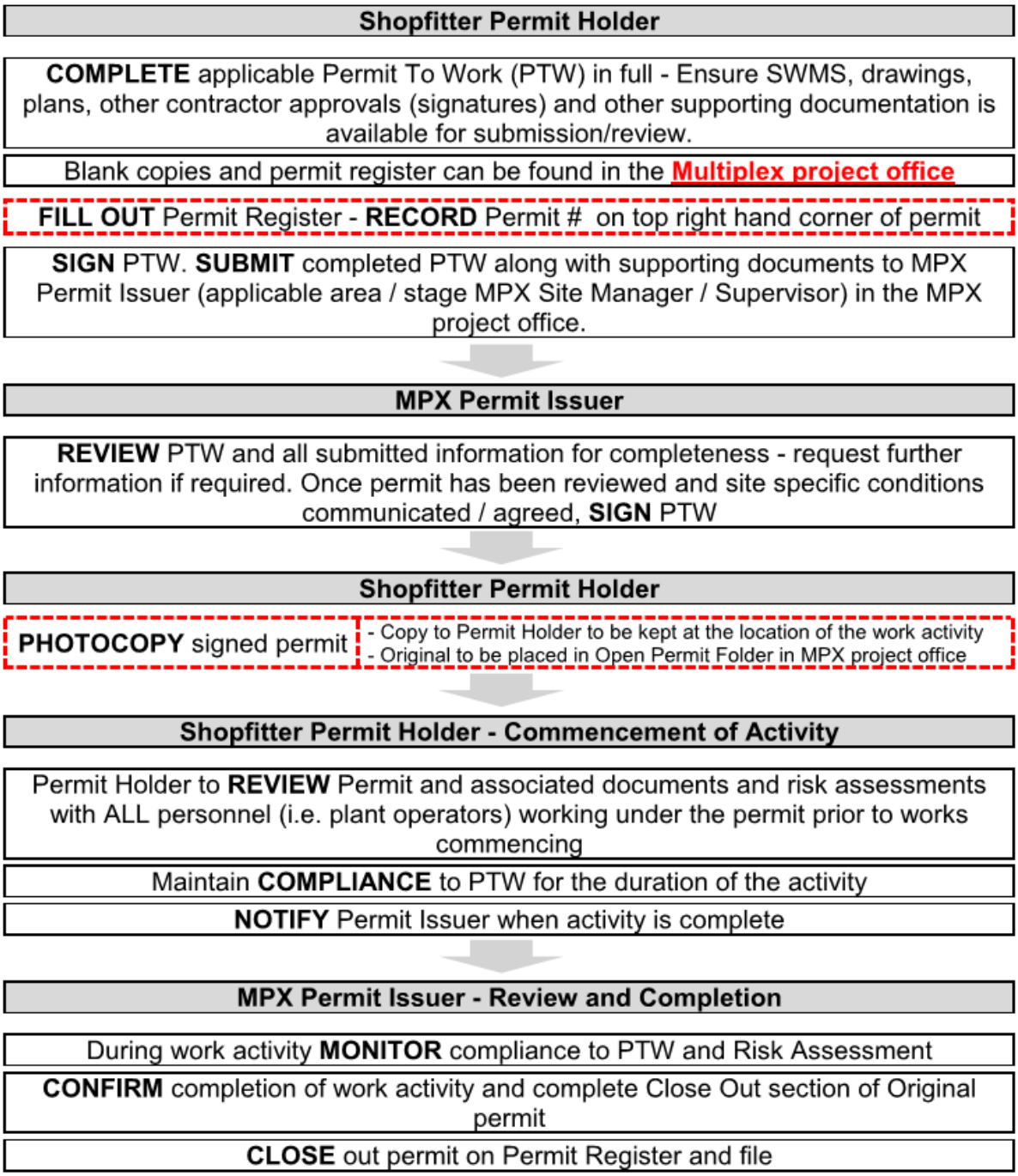
Shopfitters as the Permit Holder are responsible for obtaining the Permit to Work, filling out the Permit to Work, obtaining applicable authorisations from parties that are signatories, all prior to MPX authorising the Permit to Work (as the permit issuer).

Shopfitters shall ensure permits are obtained for example;

PERMIT TYPE	PROJECT APPLICATION
Concrete drilling, coring, cutting	Where MPX or subcontractor is required to carry out concrete cutting, drilling or coring into walls, slabs or soffits (generally at a depth of 30 mm or greater). Depth to be verified.
Confined space entry	Where MPX or subcontractor is required to enter a confined space as defined in WHS (General) Regulations 2022.
Clearing	Where MPX or subcontractor is required to clear native vegetation which requires approval from the Department of Water and Environmental Regulation.
Demolition	Where MPX or subcontractor is required to carry out class 1 or 2 demolition as defined by WHS (General) Regulations 2022 or where assessed as required by MPX.
Excavation	Where MPX or subcontractor is required to carry out digging / excavation / trenching work on the project. This includes hand digging, boring, mechanical excavation and driving of materials or equipment into the ground (e.g. piles or sheet piling).
Hot work	Where MPX or subcontractor is required to carry out welding, cutting, heating works or activities likely to cause fire risk (e.g. creation of sparks). Examples include all welding-type works, soldering, brazing, gas cutting, use of naked flames, heat guns, blow torches, gas torches, heat cutters (e.g. hot knife, hot wire) or grinding of materials which may cause spark or cause an ignition (e.g. heat), electro-fusion jointing (welding).
Live LV/ HV switch-room access	Where MPX or subcontractor is required to enter a 'live' LV/ HV switch-rooms by personnel other than the applicable competent approved electrical contractor or approved MPX staff.

PERMIT TYPE	PROJECT APPLICATION
Lift shaft access	Where MPX or subcontractor is required to access a lift shaft areas, other than the lift installation subcontractor or their secondary subcontractors (e.g. false car installer)
Work box	Where MPX or subcontractor is required to use a work box which is required to be raised / suspended by an item of fixed OR mobile plant (e.g. cranes / tele-handlers).
Out of hours	Where (MPX or subcontractor is required to carry out work activities outside of approved construction working hours (e.g. outside of 7.00 a.m. – 5.30 p.m. Monday to Saturday).
Outrigger, mobile crane, piling rig	Where MPX or subcontractor is required to set-up a mobile crane, other plant with outriggers or a piling rig (e.g. mobile concrete boom pump, mini crawler cranes or a piling rig). This includes activities where the plant is set-up on ground / on suspended slabs.
Precast concrete elements	Where a subcontractor is required to carry out precast concrete element installation work
Pressure test	Where MPX or subcontractor is required to carry out pressure testing of pipe-work, including pneumatic (air/inert gas) and hydrostatic (water) testing.
Roof access	Where MPX or subcontractor is required to access onto roof areas where there is no edge protection (e.g. parapets OR handrails). This includes for the purpose of inspection, physical works, maintenance, façade rectification or abseiling / rope access.
Service Isolation	Where a person/s (MPX or subcontractor) requires access to a defined work area in order to carry out work where energised services are present. Services trades isolating their own services are not required to complete a service/s isolation permit. SWMS, lockout and tag out procedures remain applicable.
Structural steel erection	Where a subcontractor is required to carry structural steel erection installation

The permit to work process is explained below:



Additional information on permits are explained at the site-specific induction. Refer to Appendix 10 which contains all applicable permit to work templates.

5.17 VCX Permit to Work

Where the Shopfitter is required to work outside of the Galleria Shopping Centre Redevelopment Project and in operational areas under the control of VCX, they are required to follow the VCX Permit to Work requirements. The Shopfitter are to contact for VCX for further information on the Permit to Work process to be followed.

5.18 Fencing / Barricading

Shopfitters shall ensure fencing / barricading is used where deemed by a risk assessment (SWMS/JSA). Shopfitters shall install and maintain barricading to;

- Prevent unauthorised access into a particular work area; and
- Isolate a hazard from site personnel.

The Shopfitters Site shall be segregated from MPX's Site. Hard crowd control barriers will be supplied by MPX. It is the Shopfitters responsibility to manage their supplied Hard crowd control barriers to delineate their Tenancy / Site and ensure it is erected at their tenancy line. Statutory construction signage including contact details for the Shopfitter supervision shall be displayed by the Shopfitter at the boundary to their Site (at their tenancy line). Shopfitters shall not alter the hard crowd control barriers without consultation and approval by MPX. Finishes shall be protected under the temporary fencing to ensure the floor finishes outside of the tenancy line are not damaged.

Shopfitters shall take into account the risk of their work tasks when selecting the type of barricading to be used. For example;

Activity	Type of Barricading
Public Protection	Hard barricading (fencing/gates), Signage
General Pedestrian Access	Soft barricading (bunting/flagging), Signage
Traffic / Pedestrian Delineation	Hard barricading (Gates/water barriers), Signage
Shopfitter Site Delineation - mandatory	Hard crowd control barriers (temporary), Statutory Signage

5.19 Noise and Vibration Management

All Shopfitters shall comply with site specific noise management procedures including hours of work. Shopfitters shall employ noise and vibration management measures during their contractual works including but not limited to;

- Fit out activities are only undertaken in accordance with prescribed working hours and local noise restrictions.
- Noisy works potentially affecting the existing centre only permissible outside the shopping centre hours
- Plant to be used during Out of Hours Works, as approved by MPX, will be required to be fitted with broad band (white noise) reversing alarms
- Use of personal protective equipment when in noisy environments
- All plant is maintained as per manufacturer's specification
- All mobile machinery and stationary equipment is fitted with noise control equipment (e.g. mufflers or sound attenuation enclosures) and maintained as per manufacturer's specification.

Noisy / Intrusive Works

The Centre will continue to operate during development, so noise mitigation strategies have been adopted to minimise disturbance to customers. Works required to occur out-of-hours include:

- Internal concrete cutting, coring and jack hammering
- Demolition works in close (10m) proximity of live centre areas
- Works generating noxious fumes or smoke adjacent public zones
- Works next to or above the pedestrian tunnel
- Works directly applying energy to inter-tenancy walls where tenancies are operating on the other side
- Works to void edges where the public is below. Noting there will be hoarding isolating these voids during normal hours. For tasks such as balustrade replacement adjacent the theatre the hoarding will be removed and replaced during night shift. Note: wherever possible public temporary accessways have been directed under concrete slabs to mitigate falling objects risk.

Out of hours work approval requirements are detailed in section 3.1 Working Hours.

5.20 Dust and Air Quality Management

The Shopfitters shall ensure that;

- All cleared/exposed surfaces are stabilised to prevent dust lift off
- Any work activity that generates dust (i.e. silica dust, saw-dust, MDF dust) must be controlled using suitable methods (e.g. water, vacuum, etc.)
- All MDF, silica-containing, and other hazardous materials must be cut to size off-site. Only minor alterations or cuts will be permitted on-site, and these must be undertaken within appropriate dust containment tents.
- Where minor alterations or cuts of MDF, silica-containing or other hazardous materials require cutting onsite, this shall be done at established cutting stations within the Tenancy / done at designated cutting stations setup by MPX (see cutting station locations denoted in Appendix 17) and the area shall be excluded from other workers and adequate dust suppression measure employed (i.e. vacuum attachment)
- Drilling, coring, cutting into concrete is only done so with tools fitted with adequate dust suppression measures (i.e. dust cartridges, vacuum attachments, water etc.)
- Effective dust control will be made available onsite to suit the work activity (e.g. water carts)
- Plant is positioned away from areas where fumes may impact on surrounding patrons (e.g. walk ways, air intake vents)
- Trucks leaving site are clean of mud and sand to ensure no spread of dirt onto public roads
- Trucks leaving site with material are covered to prevent dust lift off
- Any asbestos containing material that is found is immediately reported to MPX Management.

5.21 Crystalline Silica Substances (CSS)

Shopfitters shall comply with the CSS laws outlined in the WHS (General) Regulations 2022.

Engineered stone products are banned by the WHS regulatory authority.

A Crystalline Silica Substance (CSS) means a material that contains at least 1% crystalline silica determined as a weight/weight (w/w) concentration. CSS examples include but are not limited to natural stone products (e.g. marble, granite, sandstone, limestone), asphalt, bricks, blocks, pavers, concrete and cement products (incl. cement fibre sheeting), ceramic tiles, grout, mortar, render, plaster board, roof tiles, engineered stone, porcelain products and sintered stone.

Shopfitters shall ensure a risk assessment is undertaken for any CSS Processing. The risk assessment shall determine whether the CSS Processing is high risk or not high risk.

Where CSS Processing is not high risk it may proceed if it is Controlled and subject to a SWMS being completed.

Where CSS Processing is high risk, it may proceed if it is Controlled, subject to a SWMS being completed additional requirements apply.

Processing means:

Using a power tool or other mechanical plant to crush, cut, grind, trim, sand, abrasive polish or drill the CSS; or

- The use of roadheaders to excavate material that is a CSS; or
- The quarrying of a material that is a CSS; or
- Mechanical screening involving a material that is a CSS; or
- Tunnelling through a material that is a CSS; or
- A process that exposes, or is reasonably likely to expose, a person to respirable crystalline silica (RCS) during the manufacture or handling of a CSS, including cleaning and equipment maintenance following Processing, sweeping up, removal and disposal of waste that may contain RCS.

Controlled means, control measures to eliminate or minimise risks arising from the processing of the CSS are implemented so far as is reasonably practicable; and at least 1 of the following measures is used while the CSS is being processed:

- Isolation of a person from CSS dust exposure; or
- A fully enclosed operator cabin fitted with high efficiency air filtration system (e.g. civil work, rock breaking etc.); or
- An effective wet dust suppression method; or
- An effective on tool (dust) extraction system; or
- An effective local exhaust ventilation system

AND

- Each person who is at risk from the processing of the CSS is provided with respiratory protective equipment; and
- Wears the respiratory protective equipment while the work is carried out

For further information, refer to Appendix 20.

5.22 Water Management

The Shopfitters shall ensure that;

- All trade waste (e.g. paint and concrete washout) is managed via a settlement wet-trade washout system
- No waste water will be discharged offsite without approval from MPX and the relevant authorities.

5.23 Waste Management

The Shopfitters shall ensure that;

- All waste is to be removed and disposed of into the appropriate waste receptacles provided by MPX, this includes segregating waste as instructed by MPX
  - Nominated Waste bins are provided in the Tenancy (each Tenancy receives a 660L sulo bins)
  - General waste bins (12m^3 blue skip bins)
  - Silica dust bins (2m^3 lidded bins)
  - Food waste bins (Sulo bins provided in the Amenities)
- Waste materials are re-used or recycled wherever practical
- Should any contamination to the environment take place, the Shopfitters responsible will be held accountable for all associated costs related to the contamination, any damage caused and the costs of cleaning up and disposing of the contamination.
- Shopfitters will be responsible for taking their waste (i.e. 660L sulo bin) from their tenancy to the designated loading docks and placing in the general waste bins in this location.
- Shopfitters shall ensure their employees have adequate cleaning equipment including sulo bins, brooms, shovels, mops and vacuums.

5.24 Security of Tenancy

The Shopfitter is responsible for the security of their Tenancy. This includes but is not limited to all finishes, materials, toolboxes, tools, plant, equipment and stock (if delivered/stored before tenancy fit-out is complete).

5.25 Smoking, Vaping, Alcohol and Other Drugs

The Shopfitters shall ensure that;

- Employees do not smoke or vape in construction areas or tenancies
- Employees only smoke or vape outside of the project
- Employees notify their employer of any prescription medication being taken which may affect the ability for them to safely perform their job
- No affected persons under the influence of alcohol/illicit drugs are allowed on site

All workers shall comply with the Multiplex WA Drug and Alcohol Management – specifically drug and alcohol testing requirements which will apply to this project and as a condition of entry to the project:

- Voluntary (self-test)
- Reasonable concern / for-cause
- Random (monthly)

Further information is provided in the site specific induction.

5.26 Site Emergencies / Shopfitter Emergency Contacts

The site induction will describe emergency procedures with relation to injuries and or situations which require personnel to muster. Location of relative first aid facilities and equipment on-site and who are trained personnel. This information will also be displayed in prominent locations across the project.

The shopfitter shall display their emergency contacts at the front of their tenancy at all times, using the Multiplex Tenancy Identification template (refer to appendix 15).

5.27 Additions, Alterations to, Suspension from Existing Structure

Where additions to, alterations to, or suspension from an existing structure (or works previously done by Multiplex) is intended in the execution of the Shopfitters works; it is the responsibility of the Shopfitter to ensure suitable temporary works engineering and certification has been undertaken to verify suitability of the structure or impact upon the structure and a copy of applicable documentation has been provided to Multiplex for general information. This may include additions, alterations to or suspension from:

- Ceiling grid
- Concrete Soffits
- Concrete walls
- Structural Steel
- Roof purlins
- Partition walls (i.e. gyprock)
- Movement of other base-build (existing) installations (i.e. services)

5.28 Protection of Finishes / Adjacent Finishes

The shopfitter is responsible for the protection of their own works (including finishes and ‘live’ services). The shopfitter is also responsible for the protection of adjacent finishes and ‘live’ services to the tenancies - where works executed by the shopfitter have the potential to damage finishes executed by Multiplex (i.e. driving scissor lift down a mall, setting up a mini-crawler crane, moving materials or waste through a mall to a tenancy).

All plant/materials/equipment movement in areas under MPX control require the plant/materials/equipment to have rubber wheels to prevent risk of damage.

5.29 Completion of Shopfitter Works / Handover for Stocking

Upon completion of shopfitter works, and prior to the Tenant stocking the tenancy, the Tenancy Delivery Manager and the Shopfitter shall provide written evidence of handover to Multiplex. Multiplex will inspect the tenancy in

conjunction with VCX and the Shopfitter to confirm that shopfitter activities are complete, the tenancy is ready for stocking to commence and that stockist inductions can be booked.

As the Shopfitter is principal contractor of their Site (Tenancy), they are reminded of their WHS obligations with respect to their tenancy being ready for stocking by the Stockists.

5.30 Stockist's Induction

MPX will hold a Stockist's induction by booking request / appointment confirmation and during Monday to Friday. Inductees are to meet at the MPX Project Office - 2-16 Bishop Street, Morley WA 6062. Please refer to Appendix 15 for the meeting point.

Stockist's Inductions are booked by completing the project induction request form (Appendix 8) and forwarding via email to inductions@multiplex.global:

- Project
- Induction day / date
- Name
- Surname
- Stockist's Company

The project contact for induction queries is inductions@multiplex.global

In order for Stockitst's to be able to complete the site induction they need;

- Confirmed that the tenancy is ready for stocking (per section 5.29)
- To be booked in for the induction at least 24 hours prior to the induction date.
- Employees name and company details need to be on the induction booking register.
- Stockist's will receive an induction booking confirmation (if no booking confirmation is received, contact the relevant MPX representative – contact details provided above). Do not send the employee for induction unless you have received a booking confirmation.
- Arrive at the meeting point at the date / time confirmed in the induction booking confirmation. Late arrivals are not permitted.

If any of the above items are not met, then MPX reserves the right to deny induction.

5.31 Stockist's Supervisor(s)

Nominated Stockist's Supervisor(s) shall be provided for each Tenancy. The Stockist supervisor to stockist ratio shall be 1:10. The tenant / stockist shall nominate their stockist supervisor upon requesting their first stockist induction.

The Stockist's Supervisor responsibilities are outlined below:

- Ensure their Stockist's wear the required PPE (per Section 5.30)
- The Stockist's Supervisor(s) shall collect their inducted Stockist's after the Stockist's induction and at all times escort them to / from their tenancy
- Review and sign the manual handling procedure and general manual handling risk assessment, and retain a hard copy of these within their tenancy at all times (per Section 5.31)
- Is responsible for supervising the Stocking of their Tenancy
- Is responsible for all deliveries and unloading of material in the loading dock. Whilst unloading deliveries in the loading dock, the stockist supervisor shall wear additional personal protective equipment (PPE) as specified in the general manual handling risk assessment – hard hat, high-vis vest, short-sleeve collared shirt, long trousers and steel capped boots (per Section 5.32)

- The nominated stockist supervisor will be responsible for all deliveries and unloading of material in the loading dock. The nominated stockist supervisor is required to directly supervise all unloading of deliveries in the loading dock (per Section 5.33)

5.32 Stockist PPE

All stockists must comply with Section 2.14 Personal Protective Equipment. To delineate stockists from fully inducted personnel, all stockists must wear a pink high visibility vest. Stockists will be provided with a pink induction sticker by Multiplex at the conclusion of their induction.

5.33 Stockist Manual Handling Procedure – Unloading Deliveries

The tenant / stockist shall provide a signed manual handling procedure specifying a nominated stockist supervisor upon requesting their first stockist induction.

The nominated stockist supervisor shall review and sign the manual handling procedure and general manual handling risk assessment, and retain a hard copy of these within their tenancy at all times.

The nominated stockist supervisor will also be responsible for ensuring all stockists sign onto the general manual handling risk assessment / manual handling procedure and retain a copy in the tenancy.

The nominated stockist supervisor is responsible for all deliveries and unloading of material in the loading dock. Whilst unloading deliveries in the loading dock, the stockist supervisor shall wear additional personal protective equipment (PPE) as specified in the general manual handling risk assessment – hard hat, high-vis vest, short-sleeve collared shirt, long trousers and steel capped boots.

The nominated stockist supervisor will be responsible for all deliveries and unloading of material in the loading dock. The nominated stockist supervisor is required to directly supervise all unloading of deliveries in the loading dock.

Stockists involved in unloading deliveries in the loading dock must wear additional personal protective equipment (PPE) whilst in the loading dock – hard hat, high-vis vest, short-sleeve collared shirt, long trousers and steel capped boots.

Stockist deliveries shall be booked in accordance with section 3.3 Deliveries.

If stock is delivered to and stored in the Tenancy prior to the Shopfitter's fit out being fully completed, the Shopfitter is responsible for the stock.

Upon completion of tenancy stocking work, Multiplex are to receive a copy of the signed manual handling procedure and signed general manual handling risk assessment (refer to Appendix 18 and 19).

5.34 VCX Workers (Volunteers for Opening)

As the project reaches practical completion, in preparation for opening – VCX have indicated that there may be VCX workers who will volunteer to assist with the shopping centre opening.

VCX workers (volunteers for opening) will be site inducted along with Stockist(s) – see section 5.30.

VCX workers (volunteers for opening) will be required to wear full PPE just like a Stockist – see section 5.32.

VCX workers (volunteers for opening) shall review and sign the manual handling procedure and general manual handling risk assessment, and retain a hard copy of these at all times - just like a Stockist – see section 5.33.

VCX workers (volunteers for opening) will not be permitted to undertake construction work (as defined by the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022) – refer website link to practical **WorkSafe WA guidance on inclusions and exclusion for Construction Induction Training**

Where a VCX worker (volunteers for opening) are required to undertake construction work (as defined by the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022), they will be required to

- Hold a construction induction training (blue/white card)
- Undergo the MPX General Induction - Online (see section 2.7)

- Undergo the Site-Specific Induction (see section 2.8).
- A SWMS is to be provided and signed onto (see section 2.6).

6. Site Rules and Behaviour

6.1 Site Rules

All site personnel shall abide by the following rules:

- Comply with all OHS&E requirements
- Report all incidents and injuries immediately whether minor or major
- Observe all traffic and safety signs
- No personal music playing devices (i.e. iPods or mp3 players) are permitted whilst within the construction areas
- MPX management reserves the right to remove or prohibit the use of radio's at any time
- No cameras are permitted on site unless approved by MPX; no photos shall be taken on other devices
- Ensure that actions or behaviour do not impact upon adjacent stakeholders or patrons of adjacent businesses.

6.2 Unacceptable Behaviour

Site personnel engaging in any of the following behaviour may be removed from site at MPX's discretion:

- Fighting / serious harm / abuse of others (potential or actual)
- Behaviour or malicious actions which threatens or is likely to cause harm to others or damage to property
- Possession, consumption or distribution of alcohol and illegal drugs
- Taking unapproved photos or other media of the project
- Working under the influence of alcohol or drugs
- Bullying
- Harassment of any kind
- Posting of offensive material
- Sabotage of equipment
- Carrying firearms or weapons
- Walking through building site hoardings to access to the shopping centre
- Walking through areas of the construction site which are not related to tenancies in which the shopfitter is performing works
- Eating in areas other than the amenities facilities provided
- Urinating or defecating in places other than the toilet facilities provided
- Damage or misuse of safety equipment
- Theft, intentional damage or vandalism to MPX property or property of others on site
- Smoking or vaping onsite
- Parking in areas other than the designated shopfitter parking
- Deviating from designated accesses, altering fencelines / boundaries, chocking open doors

6.3 Discrimination and Harassment

The Shopfitters shall;

- Recognise and understand that under Federal and State laws it is unlawful to discriminate against people at work or in a work related environment
- Comply with Federal and State laws relating to discrimination and harassment
- At the discretion of MPX be subject to disciplinary action or be removed from site if in breach of discrimination or harassment laws.

6.4 Disciplinary Action

Where a Shopfitter employee fails to comply with the site health, safety and environmental rules and/or legislative requirements, MPX management reserves right to take formal disciplinary action, taking into account the seriousness of the breach.

7. Dispute Resolution

Where an issue relating to safety or health arises at the project, and to the extent that the issue occurs within, interacts with or affects areas where Multiplex is Principal Contractor the Shopfitters shall notify MPX immediately. MPX and the Shopfitters shall work cooperatively to resolve the issue with health and safety representatives, the health and safety committee members and the employees.

Without limiting MPX's obligations under the Contract, where an issue relating to work health or safety arises, MPX shall attempt to resolve the issue in consultation with the elected health and safety representative(s) for their work group, the health safety and environmental committee members (where applicable) and the workers. Any dispute shall be resolved in accordance with the Work Health and Safety Act 2020, Part 5, Division 5 – Issue Resolution and Part 5, Division 6 – Right to cease or direct cessation of unsafe work (refer to Table 5). The MPX Site Manager, in consultation with the MPX Senior HSE Advisor is the first point of contact for MPX in cases of health and safety issue(s).

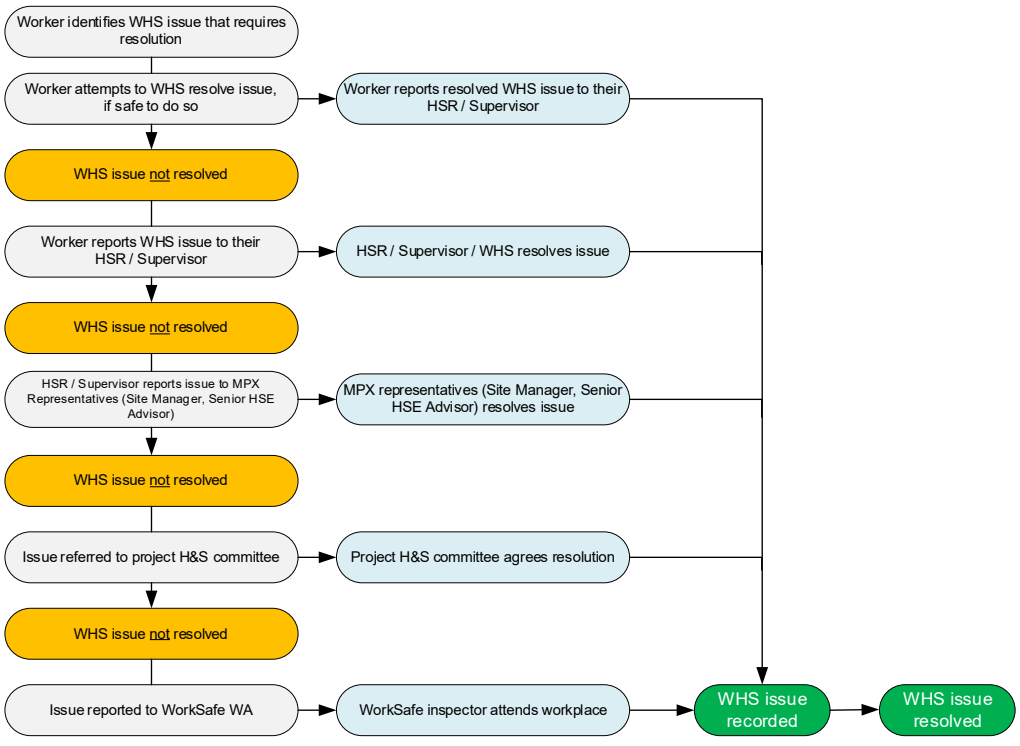
Any worker may cease work with MPX management support where they have a reasonable concern that to carry out the work would expose the worker or any other person to a serious risk to their health or safety emanating from an immediate or imminent exposure to a hazard. In these situations, the worker must ensure others cannot be exposed to the risk and report to their immediate supervisor and/or the MPX supervisor / engineer without delay.

A health and safety representative may direct a worker who is in a work group represented by the health and safety representative to cease work, where they have reasonable grounds to believe that to continue would expose them or others to a risk of imminent and serious injury or harm to their health and in accordance with WA Work Health and Safety Act 2020.

MPX management will take immediate action to cease work and diligently investigate the circumstances, which give rise to the perceived serious risk to health or safety and support a process to resolve any associated issues until closed out.

In the circumstance where a health and safety representative directs a worker to cease work, the health and safety representative must inform MPX and any other affected person conducting business or undertaking (PCBU).

A health and safety representative must not give a worker a direction to cease work unless the matter is not resolved and after consulting with MPX and any other affected person conducting business or undertaking (PCBU).



8. Inspections and Audits

8.1 Workplace Inspections

Shopfitters work areas will be subject to continuous inspection against legislative/regulatory requirements, MPX requirements and SC SWMS/JSA.

Shopfitters Supervisors and/or suitably qualified personnel are required to undertake inspections of their workplace and action any non-compliances noted. Where required, Shopfitter is to notify MPX representative for assistance.

9. Non-conformance

Any non-conformance identified by a member of the MPX HSE team or site manager/supervisor and/or VCX is required to be addressed without delay.

In the event a formal non-conformance report (NCR) is issued by MPX, the Shopfitters shall;

- Ensure all works associated with the NCR cease immediately and do not re-commence until closed-out and signed-off by MPX
- Respond to the NCR with proposed corrective actions to MPX
- MPX reviews proposed corrective actions and agrees upon a close-out timeframe with the Shopfitters
- Corrective actions are closed out, signed-off and any relevant documentation and/or evidence is sent to MPX.

VCX will implement their non-conformance process directly with Shopfitters – outlined below;

- Where Vicinity identifies a significant health and safety risk associated with works occurring within a tenancy, Vicinity Centres, acting on behalf of the Landlord, may issue a WHS Non-Conformance Notice to the Tenant and/or the Contractor (Shopfitter).
- The purpose of a WHS Non-Conformance Notice is to formally document and communicate observed safety concerns associated with the works being undertaken by the Tenant's Contractor (Shopfitter).
- Where a WHS Non-Conformance Notice is issued, the Tenant and their Contractor (Shopfitter) must promptly review the matter and implement appropriate corrective actions to address the identified risk. Confirmation that the matter has been addressed must be provided to Vicinity.
- Notwithstanding the issue of a WHS Non-Conformance Notice:
- Vicinity and the Landlord do not assume responsibility for the management or control of the works, including the Contractor's (Shopfitter's) work methods or WHS management systems.
- Responsibility for compliance with all applicable work health and safety legislation, regulations, codes of practice, and site-specific requirements remains with the Tenant, the Principal Contractor (Shopfitter), and their Contractors (Secondary Shopfitters).
- The Tenant and Contractor (Shopfitter) remain solely responsible for ensuring that all work undertaken within the tenancy is performed safely and in accordance with applicable WHS requirements.
- Vicinity reserves the right to take further action where a risk to persons, property, or the operation of the centre is identified. This may include directing that works cease, restricting site access, or escalating the matter in accordance with lease or regulatory requirements.

10. Communication and Consultation

The Shopfitters shall ensure;

Daily pre-start meetings are conducted. These meetings will discuss any alerts issued by MPX, any incidents occurring in the last 24 hours and any safety instructions provided by MPX as well as providing an opportunity for Shopfitters to allocate tasks and instructions for the day and Shopfitters employees to raise any HSE concerns, hazards or issues. Daily pre-start attendance numbers shall be recorded and the number of personnel provided to MPX administration staff

Any health, safety or environmental information forwarded from MPX is to be tabled at the pre-start meeting for discussion and review and the pre-start meeting recorded.

11. Reporting

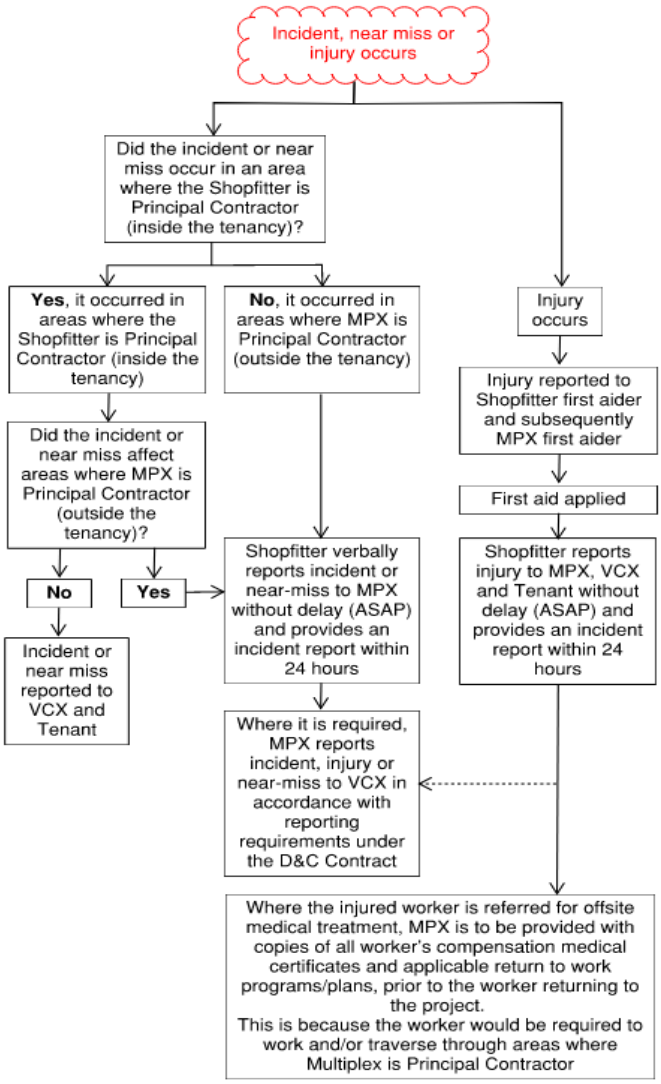
11.1 Incident / Hazard Reporting and Investigation

To the extent it occurs within, interacts with or affects areas where Multiplex is Principal Contractor - Shopfitters shall ensure that any potential or actual hazard, risk, incident, injury or damage to equipment, structures or the environment is verbally reported to MPX without delay. The Shopfitter is to provide any notice received from a Statutory/Regulatory Authority to MPX.

In the event of an incident resulting in injury, harm or damage to persons, property or the environment, the Shopfitters shall ensure that within 24 hours;

- All details relating to the incident and circumstances leading to the incident are disclosed
- A preliminary investigation report is to be submitted to Multiplex which is to include, as a minimum;
  - Details of any injury, harm or damage to persons, equipment, structures or the environment and details of the immediate action taken
  - Witness statements from involved or affect persons
  - A description of the strategy and remedial actions to be adopted to prevent a reoccurrence

Please refer to flow-chart below which clearly explains the reporting and escalation process:



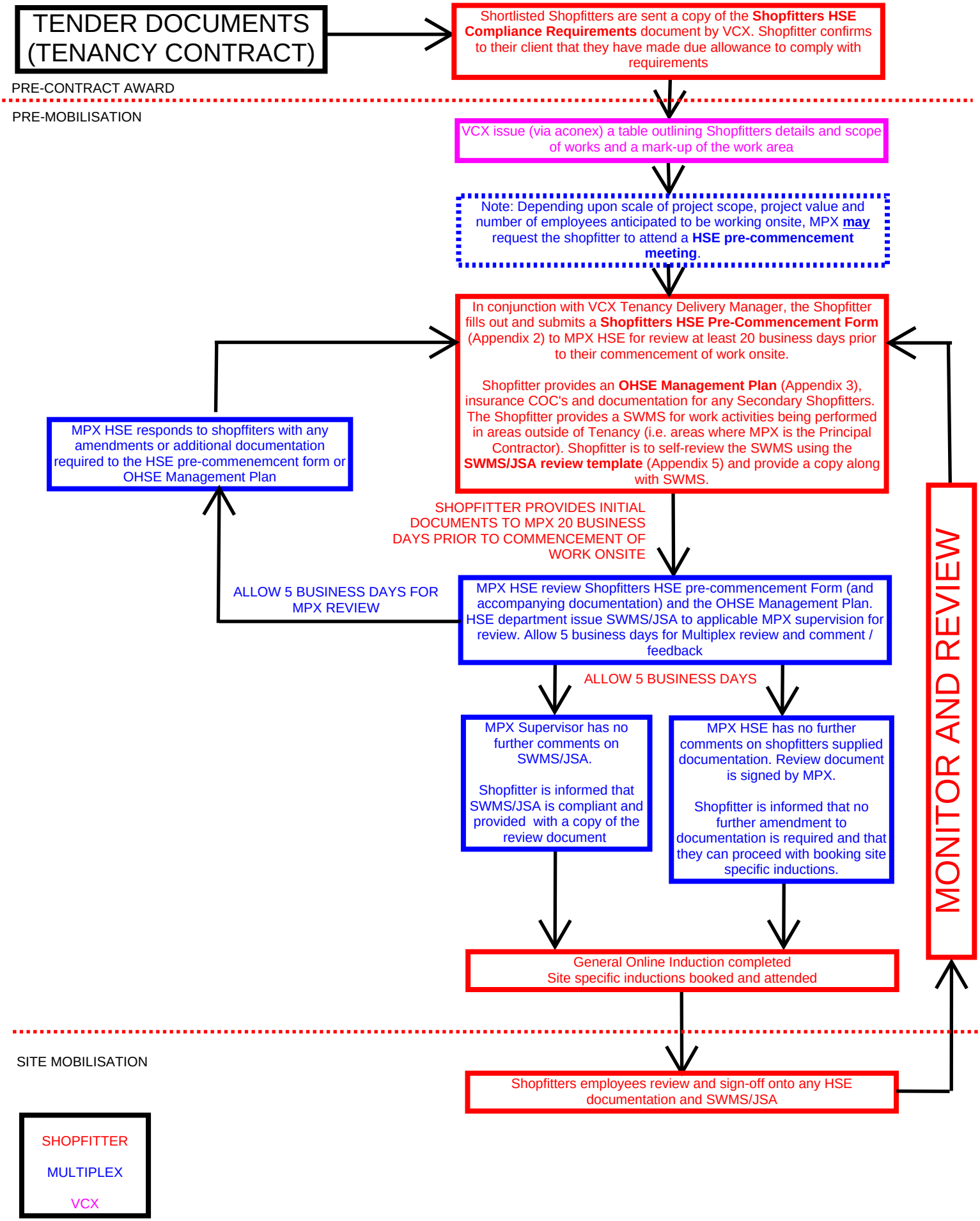
11.2 Injury Management and Reporting

Shopfitters shall ensure that their employees report any injuries immediately to the Shopfitters first aider and subsequently to the relevant MPX first aider. Shopfitters shall ensure;

- They meet their worker's compensation and injury management obligations
- Employees report any injuries immediately (or as soon as practicable)
- Where medical treatment is required, the employee is escorted to the applicable medical practitioner by a Shopfitters representative
- The treating medical practitioner is provided with a letter to treating doctor and with a copy of the company alternative/light duties list
- Where a preferred medical practitioner is nominated by MPX, the Shopfitters utilises this medical practitioner in the first instance (unless another preferred medical practitioner is otherwise indicated by the injured employee)
- Applicable return to work programs/plans are developed and implemented for its own employees
- MPX is provided with copies of all worker's compensation medical certificates and applicable return to work programs/plans, prior to the worker returning to the project. This is because the worker would be required to work and/or traverse through areas where Multiplex is Principal Contractor
- Where the injury has occurred in areas of where Multiplex is Principal Contractor - respond to MPX's Injury Management Supervisor with information as to how the Shopfitters intends to manage the injured employee and details of any work practices which may be amended to prevent injury re-occurrence.

Appendix 1 – Shopfitters HSE Review Process Overview

GALLERIA SHOPPING CENTRE REDEVELOPMENT
SHOPFITTERS HSE REVIEW PROCESS OVERVIEW



Appendix 2 – Shopfitters HSE Pre-Commencement Form

MULTIPLEX

SHOPFITTERS HSE PRE-COMMENCEMENT FORM

GALLERIA SHOPPING CENTRE REDEVELOPMENT PROJECT

PART A: SHOPFITTER DETAILS		
DATE SUBMITTED		
FORM COMPLETED BY		
TENANCY DELIVERY MANAGER		
SHOPFITTERS DETAILS (Legal / Trading Name & Address)	Legal Name	
	Trading Name	
	ABN/CAN	
	Address	
SCOPE OF WORK		
PEAK WORKFORCE NUMBER		
KEY CONTACT FULL-TIME ONSITE SUPERVISION & FIRST AID	Name	
	Mobile	
	Email	
KEY CONTACT RESPONSIBLE FOR HSE	Name	
	Mobile	
	Email	

PART B: SUPPLEMENTARY HSE DOCUMENTATION

REF	QUESTION	YES OR NO	REQUIRED HSE DOCUMENTATION?	TICK ☑
1.1	Do you have an OHS&E Policy?		If yes, please attach your signed OHS&E Policy	
1.2	Is the companies HSE system accredited to ISO45001, ISO14001 or ISO9001 (provide certificate)?		If yes, please supply copies of AS4801, ISO14001 or ISO9001 certificates	
1.3	Do you intend to perform **construction work** as per r.289 of WHS (General) Regulations 2022 (refer DEFINITIONS p.3-p.5)?			
1.4	Will your tenancy (or tenancies) be defined as a **construction project** - involving construction work where 5 or more persons are, or are likely to be, working at the same time at a construction site as per r.292 of WHS (General) Regulations 2022 (refer DEFINITIONS p.3-p.5)?			
1.5	Have you been appointed as **principal contractor** of your tenancy (or tenancies) as per r.293 of WHS (General) Regulations 2022 (refer DEFINITIONS p.3-p.5)?			
1.6	If you are a **principal contractor** (r.293) and your tenancy (or tenancies) are a **construction project** (r.292) - have you prepared a **WHS Management Plan** in accordance with the requirements prescribed in r.309 of WHS (General) Regulations 2022 (refer DEFINITIONS p.3-p.5)?		If yes, a WHS Management Plan is required	

PART B: SUPPLEMENTARY HSE DOCUMENTATION				
REF	**QUESTION**	**YES OR NO**	**REQUIRED HSE DOCUMENTATION?**	**TICK ☑**
1.7	Are you undertaking any high-risk activities in areas where MPX remains principal contractor (areas outside of your tenancy or tenancies)? Note: High-risk activities are as prescribed in r.291 of WHS (General) Regulations 2022 and MPX's WHS Management Plan > 8.1 Safe Work Method Statements (SWMS), the requirement to have a SWMS for high-risk construction activities are as prescribed in r.299 of WHS (General) Regulations 2022, the requirement to provide SWMS to the principal contractor (MPX) is as prescribed in r.301 of WHS (General) Regulations 2022 (refer DEFINITIONS p.3-p.5)		If yes, SWMS are required	
1.9	Do you intend to subcontract out part or all of the works?		If yes, please supply: 1. SWMS (unless signing onto your SWMS); and 2. Copies of current insurance certificates of currency; and 3. Main Shopfitters shall ensure Secondary Shopfitters shall sign onto their OHSE Management Plan Template – Minor Works	
1.10	Do you intend to use portable electrical equipment and powered tools on the project?		If yes, please supply a filled out quarterly electrical equipment register (record of tagging of electrical equipment)	
1.11	Do you intend to use any chemicals or substances on the project in execution of your works?		If yes, please supply a filled out material safety data sheet (MSDS) register	
1.12	If using any chemicals or substances – are any deemed a hazardous substance or a dangerous good?		If yes, please supply a filled out hazardous substance risk assessment	
1.13	Do you intend to operate / use any moile plant or machinery on the project?		If yes, please supply: 1. A filled out plant & equipment register 2. Plant risk assessment for each machine 3. Maintenance records for each machine	
1.14	Do you intent to use any lifting equipment on the project (i.e. lifting chains, slings)?		If yes, please supply a filled out quarterly lifting equipment register and latest annual inspection certificates for lifting devices	
1.15	Do you intend to use any height safety equipment on the project (i.e. safety harness)?		If yes, please supply a filled out 6-monthly height safety equipment register	

PART C: MANDATORY HSE DOCUMENTATION		
REF	**MANDATORY HSE DOCUMENTATION**	**TICK ☑**
2.1	Please confirm that you have received and read a copy of the Shopfitter HSE Compliance Requirements	
2.2	Please submit your OHSE Management Plan for the project	
2.3	Please submit your site specific Safe Work Method Statement (SWMS) for high-risk activities undertaken in areas where MPX remains principal contractor (areas outside of your tenancy or tenancies)	
2.4	Please supply a copy of worker's compensation, public liability & motor vehicle (where applicable) insurance certificates of currency	
2.5	Please supply your pre-start meeting / toolbox meeting template	
2.6	Please supply your incident / injury report template	
2.7	Please supply your completed induction / training / competency register – filled out for employees who will be working on the project	
2.8	Please supply your personal protective equipment (PPE) issue register – filled out as a record of PPE issued to employees who will be working on the project	

MULTIPLEX TO COMPLETE - DO NOT COMPLETE
PART D: REVIEW OF SUPPLIED INFORMATION / HSE DOCUMENTATION

PART	COMMENTS/RECOMMENDATIONS	ACTIONED
A	SHOPFITTER DETAILS	
B	SUPPLEMENTARY HSE DOCUMENTATION	
C	MANDATORY HSE DOCUMENTATION	

PART A –VERIFICATION OF REVIEW

☐ Project mobilisation approved, no amendment required

☐ Project mobilisation rejected, amendment required | Resubmit by (Date)

DATE MOBILISATION APPROVED	TITLE	NAME	SIGNATURE
	Senior HSE Advisor		
	Site Manager		
	Project Manager		
NEXT REVIEW			

DEFINITIONS

WHS (General) Regulations 2022 - r.289 Meaning of construction work

(1) In this Chapter —

construction work means 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.

(2) Without limiting subregulation (1), construction work includes the following —

(a) any installation or testing carried out in connection with an activity referred to in subregulation (1);

(b) the removal from the workplace of any product or waste resulting from demolition;

(c) the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work;

(d) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;

(e) the installation, testing or maintenance of an essential service in relation to a structure;

(f) any work connected with an excavation;

(g) any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity

referred to in subregulation (1);

(h) an activity referred to in subregulation (1), that is carried out on, under or near water, including work on buoys and obstructions to navigation.

WHS (General) Regulations 2022 - r.291 Meaning of high-risk construction work

In this Chapter —

high risk construction work means construction work that —

(a) involves a risk of a person falling more than 2 metres; or

(b) is carried out on a telecommunication tower; or

(c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or

(d) involves, or is likely to involve, the disturbance of asbestos; or

(e) involves structural alterations or repairs that require temporary support to prevent collapse; or

(f) is carried out in or near a confined space; or

(g) is carried out in or near —

(i) a shaft or trench with an excavated depth greater than 1.5 metres; or

(ii) a tunnel;

Or

(h) involves the use of explosives; or
(i) is carried out on or near pressurised gas distribution mains or piping; or
(j) is carried out on or near chemical, fuel or refrigerant lines; or
(k) is carried out on or near energised electrical installations or services; or
(l) is carried out in an area that may have a contaminated or flammable atmosphere; or
(m) involves tilt-up or precast concrete; or
(n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
(o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
(p) is carried out in an area in which there are artificial extremes of temperature; or
(q) is carried out in or near water or other liquid that involves a risk of drowning; or
(r) involves diving work.

Multiplex WHS Management Plan > 8.5 Safe Work Method Statements (SWMS)

SWMS' are required for but not limited to activities/tasks listed below:

Work at height >2m
Work involving excavation to a depth greater than 1.5 metres
Work involving the disturbance or removal of ACM
Work involving structural alterations requiring temporary support to prevent collapse
Work involving a confined space
Work on or near pressurised gas distribution mains and consumer piping
Work on or near energised electrical installations and services
Precast concrete Construction work
Work on or adjacent to roadways or railways used by road or rail traffic
Work involving contaminated soils
Work in or adjacent to special environments, prisons, hospitals, schools etc.
Suspended scaffold work (swinging stages)
Construction, climbing and dismantle of jump or slip form
Mobile crane set–up and use
Erecting, maintaining, climbing, or dismantling tower cranes
Erecting or dismantling hoardings
Erecting or dismantling formwork
Work involving the use of personal fall restraint equipment
Concrete cutting and coring work
Post tensioning of concrete (stressing)
Hot works, including welding, oxy cutting and use of angle grinders
Underground services
Demolition work
Work on or near chemical, fuel or refrigerant lines
Tunnel construction
Work in an area where there are artificial extremes of temperature
Work on or near chemical, fuel or refrigerant lines
Piling work
Work adjacent to water or other liquids where there is a risk of drowning
Operation of mobile plant, cranes, hoists or, concrete pumps
Work in or around the rail reserve
Erection, climbing, dismantling of formwork screens
Dogging or rigging or scaffolding work
Installation, use and removal of cantilevered decks
Façade installation, removal, or maintenance

WHS (General) Regulations 2022 - r.292 Meaning of construction project

In this Chapter, a construction project is a project that involves construction work where 5 or more persons are, or are likely to be, working at the same time at a construction site.

WHS (General) Regulations 2022 - r.293 Meaning of principal contractor

(1) In this Chapter, a person conducting a business or undertaking that commissions a construction project is, subject to this regulation, the principal contractor for the project.

(2) If the person referred to in subregulation (1) engages another person conducting a business or undertaking as principal contractor for the construction project and authorises the person to have management or control of the workplace and to discharge the duties of a principal contractor under this Chapter, the person so engaged is the principal contractor for the project.

(3) If the owner of residential premises is an individual who directly or indirectly engages a person conducting a business or undertaking to undertake a construction project in relation to the premises, the person so engaged is the principal contractor for the project if the person has management or control of the workplace.

(4) A construction project has only 1 principal contractor at any specific time.

Note for this regulation:

A person with management or control of a workplace must comply with section 20 of the Act.

WHS (General) Regulations 2022 - r.299 Safe work method statement required for high risk construction work

(1) A person conducting a business or undertaking that includes the carrying out of high risk construction work must, before high risk construction work commences, ensure that a safe work method statement for the proposed work —

(a) is prepared; or

(b) has already been prepared by another person.

Penalty for this subregulation:

(a) for an individual, a fine of $7 000;

(b) for a body corporate, a fine of $35 000.

(2) A safe work method statement must —

(a) identify the work that is high risk construction work; and

(b) specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; and

(c) describe the measures to be implemented to control the risks; and

(d) describe how the control measures are to be implemented, monitored and reviewed.

(3) A safe work method statement must —

(a) be prepared taking into account all relevant matters, including —

(i) circumstances at the workplace that may affect the way in which the high risk construction work is carried out; and

(ii) if the high risk construction work is carried out in connection with a construction project — the WHS management plan that has been prepared for the workplace; and

(b) be set out and expressed in a way that is readily accessible and understandable to persons who use it.

WHS (General) Regulations 2022 – r.301 Safe work method statement: copy to be given to principal contractor

A person conducting a business or undertaking that includes carrying out high risk construction work in connection with a construction project must, before the high risk construction work commences, ensure that a copy of the safe work method statement for the work is given to the principal contractor.

Penalty:

(a) for an individual, a fine of $4 200;

(b) for a body corporate, a fine of $21 000.

Appendix 3 – OHSE Management plan - Tenancy Fit-Out

OHSE MANAGEMENT PLAN

FOR TENANCY FIT-OUT

INSERT SHOPFITTERS NAME

Galleria Shopping Centre Redevelopment Project

284 Collier Rd, Morley WA 6062

Principal Contractor for INSERT TENANCY NUMBER / TENANCY NAME

DOCUMENT CONTROL

INSERT SHOPFITTER ORGANISATION:

- Maintains an up to date version of this OHSE Management Plan.
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of OHSE management practices.
- Provides a copy of the current version of the Plan to *INSERT PRINCIPAL CONTRACTOR NAME*.
- Reviews the Plan on a *INSERT TIME PERIOD* basis
- Ensures all amendments to the Plan are recorded in the Register of Amendments.

Register of Amendments					
Date	Page/Form No.	Version No.	Description of Amendments	Prepared by	Approved by

Distribution Register			
Version No.	Date of Issue	Name of Recipient	Position / Organisation

INTRODUCTION

Organisation Details	
Business/Trading name	
ACN/ABN	
Director/Manager	
Address	
Phone	
Fax	
Mobile	
Email	

The following table sets out a brief description of the work to be carried out by _____during the course of the _____ Tenancy contract/agreed works on the Galleria Shopping Centre Redevelopment Project.

Multiplex is the Principal Contractor for the Galleria Shopping Centre Redevelopment Project and has management or control of the workplace.

When Multiplex achieves Substantial Completion for the Tenancy and subsequently tenancy works are commenced by the INSERT NAME OF SHOPFITTER, the INSERT NAME OF SHOPFITTER undertaking the works takes site possession of the Tenancy, the Tenancy becomes their Site (up to the tenancy line), they become Principal Contractor of their Site (the Tenancy). Multiplex status as Principal Contractor remains for areas outside of the Tenancy (outside of the tenancy line).

Multiplex is not responsible for shopfitter HSE documentation applicable to works inside the Shopfitters Site (where the Shopfitter is Principal Contractor).

Tenancy Number / Tenancy Name:_____

Tenancy Number / Tenancy Name:_____

Tenancy Number / Tenancy Name:_____

Tenancy Number / Tenancy Name:_____

I hereby declare that INSERT NAME OF SHOPFITTER has been appointed as principal contractor of the above Tenancy or tenancies.

Date	Description of Works	No of Employees (inc subcontractors)

The designated person on site responsible for the management of occupational health safety and environment is;

Name	Contact Details

INSERT NAME OF SHOPFITTER DOES / DOES NOT intend to subcontract all or part of the works.

If engaged, the sub-subcontractors intended to be used on this site are:

Business	Contact Details

INSERT NAME OF SHOPFITTER will also ensure that evidence relating to a current workers compensation policy is provided.

Manager_____ **Date**____/____/____

Signature_____

SAFETY/HEALTH & ENVIRONMENTAL POLICY

At INSERT NAME OF SHOPFITTER a commitment to occupational health, safety and the environment is part of the business.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services; and
- defining roles and responsibilities for occupational health, safety and environment.

Strategies will include:

- ensuring occupational health, safety and environment management principles are included in all organisational planning activities;
- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on occupational health, safety and environment matters;
- ensuring incidents are investigated and lessons are learnt within the organisation;
- distributing occupational health, safety and environment information, including this policy, to all employees and interested parties;
- providing enough resources to ensure occupational health, safety and environment is a central part of the organisation; and
- ensuring effective injury management and rehabilitation is provided to all employees.

Director / Manager_____ **Date**____/____/____

Signature_____

ROLES /RESPONSIBILITIES

SITE MANAGER/SUPERVISOR

_____ is responsible for OHSE at the workplace and duties include:

- implementing the OHSE Management Plan;
- observing all OHSE rules and regulations;
- making sure that work activities are carried out in a safe and environmentally sound manner;
- planning to do all work safely including any interface with other work activities;
- providing advice and assistance on OHSE matters to employees;
- being part of the planning and design stages of trade activities;
- deciding when training on OHSE is required;
- actioning OHSE reports and carrying out workplace inspections;
- setting up OHSE meetings and programs;
- helping to prepare Safe Work Method Statements for the organisation's work activities;
- investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- carrying out project inductions, Toolbox Talks and team meetings;
- being a part of incident investigations;
- leading by example and promoting sound OHSE practices at every opportunity;
- undertaking inspection of the contracted or planned works to ensure that OHSE control measures are implemented and effective; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ Date: ___ / ___ / ___

SITE SAFETY

_____ is responsible for OHSE at the workplace and duties include:

- communicating OHSE performance to the Works Manager;
- assisting the Works Supervisor to develop and implement the OHSE Plan;
- providing advice on OHSE to all employees;
- being a part of planning and design in work activities;
- determining OHSE legal requirements for the work activity or trade;
- making sure OHSE work procedures are followed;
- coordinating injury management / return to work for injured employees;
- reviewing OHSE reports and inspections;
- setting up and being a part of OHSE meetings and programs;
- setting up Toolbox Talks on a regular basis;
- insisting on sound OHSE practices at all times;
- setting up and conducting OHSE inductions;
- conducting incident investigations;
- communicating with the Works Manager/Works Supervisor on OHSE matters;
- making sure records are kept under these guidelines;
- being part of inspections and ensuring recommendations are completed; and
- other OHSE duties as directed by the Works Manager.

Signed by: _____ Date: ___ / ___ / ___

ALL WORKERS

ALL WORKERS are responsible for :

- Adhering to MPX and Main Shopfitter health and safety policies, procedures, and legislative requirements;
- Consult and cooperate with MPX / Main Shopfitter / their employer on health and safety matters;
- Review applicable health and safety management documentation prior to the commencement of work activities and where deficiencies are identified, report to their supervisor;
- Comply with Project rules, induction / training / competency requirements, safe work method statements and permit to work systems;
- Carry out work in a manner which does not adversely affect their own health or safety or the health and safety of others;
- Report any hazard, incident or injury to their supervisor without delay and where required contribute to investigations and the implementation of remedial actions;
- Not wilfully misuse or damage any plant / equipment provided for health or safety reasons.

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

Signed by: _____ Date: ___ / ___ / ___

HAZARD IDENTIFCATION

Occupational Health and Safety			
☐	Access & egress	☐	Confined/enclosed spaces
☐	Coring/chasing	☐	Dangerous Goods (Oxy/other)
☐	Demolition/dismantling	☐	Electricity (power tools/other)
☐	Explosive/pneumatic power tools	☐	Fatigue (shift work/hours of work)
☐	Formwork erection/dismantling	☐	Fire/explosion
☐	Fumes/gas	☐	Hazardous substances
☐	Flying/falling objects/debris	☐	Height & falls
☐	Hazardous material	☐	Hot/cold working environment
☐	Hot work (cutting/welding/grinding)	☐	Lasers
☐	Lighting	☐	Manual handling (lifting or twisting)
☐	Machine/equipment guarding	☐	Moving plant/traffic
☐	Materials handling (crane/forklift/other)	☐	Plant & equipment operation
☐	Noise (hearing)	☐	Structural alterations/support
☐	Public (pedestrians/other)	☐	Services (underground/overhead)
☐	Subsidence	☐	Ultra Violet Light (sunlight)
☐	Trenching/excavation	☐	Other……
☐	Work near/over water	☐	Other……
☐	Young workers/unskilled labour	☐	Other……
☐	Biological/bacteria	☐	Other……

Environmental			
☐	Air quality (dust/emissions)	☐	Bulk excavation/spoil
☐	Concrete or paint wastes	☐	Contaminated soil/water
☐	Dewatering/pump out	☐	Habitats (protected flora/fauna)
☐	Heritage & Archaeology	☐	Noise or vibration
☐	Noisy work (neighbourhood)	☐	Spills & response
☐	Slurry or other discharges	☐	Traffic & parking
☐	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other	☐	Dangerous Goods/Hazardous Substances (use/storage/spills)
☐	Stormwater/sediment control	☐	Other……
☐	Waste disposal	☐	Other……

RISK ASSESSMENT

INSERT NAME OF SHOPFITTER has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

Step 1: The organisation identifies the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Step 2: Using the following table, the organisation determines how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood / Probability
Likely	Could happen frequently
Moderate	Could happen occasionally
Unlikely	May occur only in exceptional circumstances.

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

Class/Ranking	Description / Requirements
1	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	Will require localised control measures

COMMUNICATION AND CONSULTATION

INSERT NAME OF SHOPFITTER shall ensure;

Daily pre-start meetings are conducted. These meetings will discuss any alerts issued by MPX, any incidents occurring in the last 24 hours and any safety instructions provided by MPX as well as providing an opportunity for Shopfitters to allocate tasks and instructions for the day and Shopfitters employees to raise any HSE concerns, hazards or issues. Daily pre-start attendance numbers shall be recorded and the number of personnel provided to MPX administration staff. Fortnightly toolbox meetings are to be held.

Any health, safety or environmental information forwarded from MPX is to be tabled at the pre-start meeting for discussion and review and the pre-start meeting recorded.

TOOLBOX/PRE-START MEETING

All Toolbox / Pre-start Talks undertaken on behalf of *INSERT NAME OF SHOPFITTER* are recorded on this form and signed by participants.

All corrective actions noted on this form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

Toolbox / Pre-start Talks			
Workplace:			
Subject of Talk:			
Presented by:			
Duration:		Date:	

Persons Present			
Print Name:	Signature:	Print Name:	Signature:

Points Raised / Comments:

Corrective Action	Action by	Action Complete	
		Sign off	Date

SAFE WORK METHOD STATEMENT (SWMS)

INSERT NAME OF SHOPFITTER shall obtain Safe Work Method Statements for high-risk activities occurring within its Site (inside the Tenancy) as per the WHS (General) Regulations 2022.

To the extent that INSERT NAME OF SHOPFITTER are undertaking work in areas where Multiplex is Principal Contractor, the Shopfitter shall submit SWMS/JSA for their work tasks.

Note: Shopfitters are not required to supply SWMS to MPX HSE for the work tasks performed inside their Site where they are Principal Contractor.

Examples of activities a Shopfitter may be performing in work areas where Multiplex is Principal Contractor may include, but not be limited to;

- Loading / unloading deliveries
- Materials handling to / from their Tenancy
- Use of / operating mobile plant
- Works to complete their shopfront (outside of the tenancy line)

If work conditions (i.e. methodology, conditions and hazards) change applicable SWMS/JSA's shall be;

- Reviewed
- Amended accordingly
- Re-submitted to MPX supervisor for further review.

In accordance with MPX's WHS Management Plan for the Project, the list of activities for which a SWMS is required in areas where Multiplex is the Principal Contractor are outlined in the table below:

SAFE WORK METHOD STATEMENTS	
Work at height >2m	Work involving excavation to a depth greater than 1.5 metres
Work involving the disturbance or removal of ACM	Work involving structural alterations requiring temporary support to prevent collapse
Work involving a confined space	Work on or near pressurised gas distribution mains and consumer piping
Work on or near energised electrical installations and services	Precast concrete Construction work
Work on or adjacent to roadways or railways used by road or rail traffic	Work involving contaminated soils
Work in or adjacent to special environments, prisons, hospitals, schools etc.	Suspended scaffold work (swinging stages)
Construction, climbing and dismantle of jump or slip form	Mobile crane set–up and use
Erecting, maintaining, climbing, or dismantling tower cranes	Erecting or dismantling hoardings
Erecting or dismantling formwork	Work involving the use of personal fall restraint equipment
Concrete cutting and coring work	Post tensioning of concrete (stressing)
Hot works, including welding, oxy cutting and use of angle grinders	Underground services
Demolition work	Work on or near chemical, fuel or refrigerant lines
Tunnel construction	Work in an area where there are artificial extremes of temperature
Work on or near chemical, fuel or refrigerant lines	Piling work
Work adjacent to water or other liquids where there is a risk of drowning	Operation of mobile plant, cranes, hoists or, concrete pumps
Work in or around the rail reserve	Erection, climbing, dismantling of formwork screens

SAFE WORK METHOD STATEMENTS	
Dogging or rigging or scaffolding work	Installation, use and removal of cantilevered decks
Façade installation, removal, or maintenance	Processing of a Crystalline Silica Substance (CSS)

SAFE WORK METHOD STATEMENT (SWMS) TEMPLATE

Organisation & Project Details			
Organisation Name:		Contact Name::	
ACN/ABN		Contact Position:	
Address:		Contract Phone No:	
Project:			
Activity:		This SWMS has been reviewed by: Position: Date:	
Resources / Trades Involved:			
PPE Required:			
Equipment Used:			
Maintenance checks:			
Materials Used:			
Occupational Health & Safety or Environmental Legislation:		Codes of Practice or Australian Standards applicable to the works:	

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L *Likely*	**M** *Moderate*	**U** Unlikely
H (1) *(High level of harm)*	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	**H** (1) *(High)*	**1**	**1**	**2**
M (2) *(Medium level of harm)*	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	**M** (2) *(Medium)*	**1**	**2**	**3**
L (3) (*Low level of harm)*	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	**L** (3) *(Low)*	**2**	**3**	**3**
Level	**Likelihood / Probability**				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work

Qualifications & Experience Required	Training Required to Complete Work	Engineering Detail/Certificates of Competency
	Industry Induction (CSAT)	
	Site Specific Induction	
	SWMS Induction	

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works			
Print Name	Signature	Position	Date

Review No	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**
Initial:									
Date:									

WORKPLACE INSPECTION

INSERT NAME OF SHOPFITTER is required to inspect the work activity(s) and work area, and provide a completed Workplace Inspection Checklist **each week** for the duration of the works.

Workplace Inspection			
Workplace		Date	
Inspected By		Signature	

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Access/Egress					
Access paths clear	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Access paths defined (signage tape, other)	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Prohibited areas display warning signs and barricaded	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Electrical					
Electrical equipment tested & tagged	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Register of tagging current	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Portable generator fitted RCD	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Portable Residual Current Device (RCD) tested/ tagged	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
First Aid/Emergency/Injury					
First aid kit provided	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Kit stocks refreshed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
First Aid Officer available	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Evacuation procedure in place	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Emergency contacts displayed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Fire extinguisher/equipment available	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Manual Handling					
Trolleys/aids in use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Training/job rotation undertaken	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Hazardous Substances/Dangerous Goods					
Register current	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
MSDS available	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS lists precautions for use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Storage of chemicals area bunded accordingly	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Refuelling SWMS is being followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
All valves, pumps, connections are operational and free from faults	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Storage vessels/containers meet regulations and are inspected accordingly	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Height work					
Perimeter protection	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Handrails in place	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Penetrations covered	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Fall restraint/arrest system in use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Housekeeping					
Materials stacked	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Work area lit	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Bins available & in use	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Signage in place	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Leads suspended	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Walkway/stairs/work area clear	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Training					
All employees have:					
- General industry (safety awareness) training	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
- Site specific induction training	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
- Work activity (SWMS) training	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Personal Protective Equipment					
Used when required (SWMS)	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Correctly used by employees	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Public Protection					
Work area secure from public	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Overhead protection provided	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Plant & Equipment					
Plant register current	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Maintenance records provided	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Daily log book completed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Operator ticketed/competency verified	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
SWMS followed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
Noise					
Plant & equipment maintained as per manufactures specifications	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Site hours observed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Noisy works identified and Multiplex notified	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Hearing protection used (SWMS)	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Dust/Odour/Air Quality					
Dust suppressed / watered down	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Low levels of visible dust	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
No excessive odour from bins or stockpiles	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Stock piles and surface soil are stable and protected from the wind	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Plant & equipment maintained to minimise emissions	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Traffic					
Vehicles onsite obey speed limit and remain on designated roads/access paths	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3☐			
Groundwater					
No dewatering undertaken without Multiplex approval	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Dewatering undertaken in accordance with Multiplex Dewatering Management Plans	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
No broken/leaking pipes contaminating soil	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Stormwater/run off					
Silt control fences in place	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Sediment ponds empty and operational	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Stormwater inlets protected	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Discharges contained, e.g. pump out, slurry/other	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
No offsite disposal without Multiplex approval	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Flora and Fauna					
Retained vegetation is not disturbed	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Fencing around drip line of retained trees	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
No material/equipment stored within drip line	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Waste Management					
Waste reduction plan in place – 80% recyclable target	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Waste correctly segregated into the appropriate bins	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Waste contractor records available	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Bins for waste provided and site tidy	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			
Hazardous wastes captured & correct disposal, e.g.	Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐			

Item	Item Correct Yes No n/a	Action Priority 1 2 3	Action By	Close Out By	Close Out Date
paint sludge/ contaminated soil/oils/etc					
Other	Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐ Yes ☐ No ☐ n/a☐	1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐ 1 ☐ 2 ☐ 3 ☐			

All items noted for correction have been rectified			
Name		Signed	
Date		Time	

TRAINING & COMPETENCY REGISTER

Having regard to the hazards and risks associated with the work activity INSERT NAME OF SHOPFITTER has assured that all employees are trained and competent to perform all tasks in a way that is safe and does not adversely impact on themselves, others or the environment.

The following register contains induction details of the organisation's employees.
Personal details, certificates of competency etc are recorded on the site induction form.

Employee Name	Work on this project	Industry Induction Number	Site Induction Number	Date of Induction	Name of Person conducting site induction

PLANT, LIFTING & FIRE EQUIPMENT REGISTER

The following register contains details of all plant and equipment to be used by *INSERT NAME OF SHOPFITTER* during the course of the work activities. Examples include lifting gear, fire fighting equipment, mobile plant, fall restraint equipment and other.

Plant Type	Serial No. / Registration No.	Make / Model	Registration with Authority Required? Y/N	Authority Registration Expiry Date (if applicable)	Date last service or maintenance record available	Required Maintenance Frequency	Alteration Details Y / N / NA	Date On Site	Log Book Available

PLANT & EQUIPMENT PRE-START CHECKLIST

INSERT NAME OF SHOPFITTER completes the following checklist prior to initial plant operation at the workplace.

Item	Description	Check	
Risk assessment	A checklist should identify general hazards and associated risks relating to the use of the plant & equipment e.g. entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.	Yes ☐	No ☐
Log Book	A current log book recording daily safety Pre-start checks. These are subject to random inspection.	Yes ☐	No ☐
Maintenance Reports	Proof of ongoing maintenance, i.e. maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.	Yes ☐	No ☐
Operator's Manual	An operator's manual relevant to the item of plant and which is to be kept with the plant.	Yes ☐	No ☐
Operator Certification	Copy of operator's certification or licence to operate the plant. Where no statutory certification is required, evidence of competence by the operator in the use of the plant.	Yes ☐	No ☐

Plant Provider					
Name		Signature		Date	

Plant Inspected	
Plant Type/Make	
Serial No.	
Company	

Inspection Verified By					
Name		Signature		Date	

ELECTRICAL EQUIPMENT REGISTER

INSERT NAME OF SHOPFITTER records all electrical equipment brought on site in the Electrical Equipment Register.
Note: Testing and Tagging frequency is as required by State or Territory Legislation, codes and relevant standards.

Workplace		Date	

Equipment Description	Plant / Serial No.	Date of Inspection/ Test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next Inspection/Test	Electrician's / qualified person's Signature	License/ Registration No.

Electrical item			Frequency of inspection / test (in accordance with relevant requirements)	
Tools & leads or electrical equipment			3 monthly in WA	
Sub-board earth leakage device			monthly in WA	
Tag Colours WA	**Dec, Jan & Feb - Red**	**Mar, Apr & May – Green**	**Jun, Jul & Aug - Blue**	**Sep, Oct, Nov - Yellow**

HAZARDOUS SUBSTANCES / DANGEROUS GOODS REGISTER

The following substances exist in the work place.
A copy of the MSDS has been forwarded to the person responsible for First Aid.
This register needs to be completed for all substances bought on to site.

Product Name	Application	Quantity	Product labelled		MSDS		Classified as Hazardous/ Dangerous in the MSDS		
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	**If YES:** The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safe Work Method Statement
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	
			Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	

PERSONAL PROTECTIVE EQUIPMENT (PPE)

INSERT NAME OF SHOPFITTER maintains the following register of all PPE supplied to employees where such PPE is specified as a control measure in the SWMS.
INSERT NAME OF SHOPFITTER ensures all items of PPE are manufactured, used and maintained in accordance with the relevant Standard.
Proof of Standards compliance will be provided, e.g. labelling.
Each employee has been instructed and trained in the correct use of the PPE issued.

Employee name	Date of Issue/ replacement	Items supplied	Signature of recipient
			I have received the listed PPE with appropriate instruction/training in its correct use.

HAZARD REPORTING

INSERT NAME OF SHOPFITTER encourages all employees to report hazards **immediately** to the Site Manager.

Where the hazard cannot be corrected immediately, *INSERT NAME OF SHOPFITTER* records the details of the hazard in the Hazard Register

INSERT NAME OF SHOPFITTER investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

INSERT NAME OF SHOPFITTER identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

INSERT NAME OF SHOPFITTER regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

INSERT NAME OF SHOPFITTER is aware of it's obligation to report all hazards and incidents to Multiplex and provide any related documentation ASAP.

NCR PROCEDURE

INSERT NAME OF SHOPFITTER has developed a procedure to respond to non conformance reports or improvement notices issued by Multiplex this being;

- ***NCR issued by Multiplex or VCX***
- ***INSERT NAME OF SHOPFITTER to respond to NCR with corrective actions to be proposed to Multiplex***
- ***Multiplex reviews corrective actions & a timeframe to close these out is agreed upon with INSERT NAME OF SHOPFITTER***
- ***Corrective actions are closed out, signed off & any related documentation is sent to Multiplex HSE department***

Level	Description of Consequence
High (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.
Medium (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.
Low (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.

Consequence	Likelihood / Probability		
	Likely	Moderate	Unlikely
High (1)	1	1	2
Medium (2)	1	2	3
Low (3)	2	3	3

HAZARD REPORT

Where a hazard cannot be immediately corrected, *INSERT NAME OF SHOPFITTER* records the hazard in the Hazard Report.

General			
Date			
Workplace			
Submitted By		Signature	
Submitted To		Signature	

Details of Hazard	
Location	
Work Activity	
Hazard identified in relation to the work activity	

Details of Risk	
Risk Class	High (1) ☐ Medium (2) ☐ Low (3) ☐

Control Measures			
Corrective Action Required			
By Whom			
By Whom		When	Immediate ☐ Within 24 hrs ☐ Within 7 Days ☐

Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	

INCIDENT INVESTIGATION REPORT

INSERT NAME OF SHOPFITTER completes an Incident Investigation Report in the event of any injury involving medical attention or off site treatment or in the event of any incidents involving a near miss, property/plant damage or injury to the public or the environment.

Incidents, injuries or near misses shall be reported in accordance with the flowchart over the page.

The principal contractor will be informed **immediately** in the event of the above. Following discussions with the principal contractor, a decision will be made as to who will conduct the incident investigation. The principal contractor will be provided with a copy of the completed Incident Investigation Report.

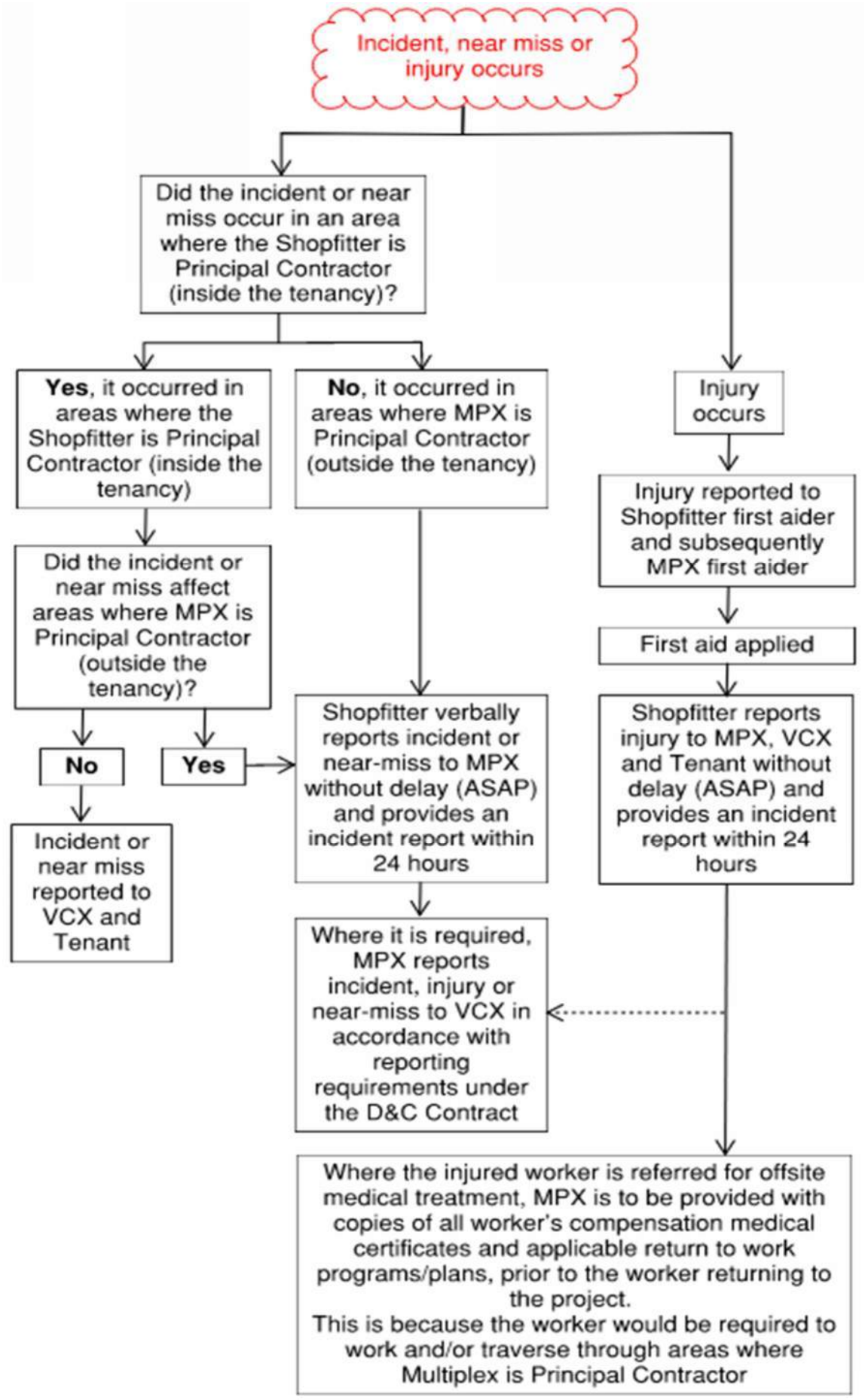
Class of Incident		**Reported**
☐ Injury	☐ Property/Plant Damage	Yes ☐ No ☐ Details:
☐ Near Miss	☐ Environmental	**Further Action Required**
☐ Other…….		☐ Report to Authorities ☐ Other:

Details of Incident			
Date of Incident		Time of Incident	am ☐ pm ☐
Witness Name		Witness Contact	
Nature of Incident			
Location of Incident			
Description of Incident			
Details of damage to equipment/property?			

Injured Person/s (if applicable)			
Name			
Address			
Date of Birth			
Occupation		Employer	
Referred/transferred to			

Recommended Preventive Action	
Details	

Completed By			
Name		Position	
Signature		Date	


Incident, near miss or injury occurs
Did the incident or near miss occur in an area where the Shopfitter is Principal Contractor (inside the tenancy)?
Yes, it occurred in areas where the Shopfitter is Principal Contractor (inside the tenancy)
No, it occurred in areas where MPX is Principal Contractor (outside the tenancy)
Injury occurs
Did the incident or near miss affect areas where MPX is Principal Contractor (outside the tenancy)?
Injury reported to Shopfitter first aider and subsequently MPX first aider
First aid applied
No
Yes
Shopfitter verbally reports incident or near-miss to MPX without delay (ASAP) and provides an incident report within 24 hours
Shopfitter reports injury to MPX, VCX and Tenant without delay (ASAP) and provides an incident report within 24 hours
Incident or near miss reported to VCX and Tenant
Where it is required, MPX reports incident, injury or near-miss to VCX in accordance with reporting requirements under the D&C Contract
Where the injured worker is referred for offsite medical treatment, MPX is to be provided with copies of all worker's compensation medical certificates and applicable return to work programs/plans, prior to the worker returning to the project.
This is because the worker would be required to work and/or traverse through areas where Multiplex is Principal Contractor

ENVIRONMENTAL MANAGEMENT

WASTE MANAGEMENT

All waste generated by *INSERT NAME OF SHOPFITTER* will be managed as much as possible to minimise the amount that will go to landfill.

INSERT NAME OF SHOPFITTER will ensure that all waste is segregated & placed in the waste-specific site bins, these being;

- **660L SULO BINS with a lid – General Waste**
- **Blue skip bins – General Waste**
- **Yellow bins with a lid – Crystalline silica dust**
- **Skip bins lined with plastic – Concrete washout/waste only**
- **White skip bins – Plasterboard waste only (strictly no contamination)**

HYDROCARBON MANAGEMENT

INSERT NAME OF SHOPFITTER will also manage all hydrocarbon waste (greases, oils, empty chemical containers, soiled/contaminated spill clean-up material) by placing in the hydrocarbon waste bins (yellow).

STORAGE OF SUBSTANCES & MOBILE REFUELLING & SERVICING

INSERT NAME OF SHOPFITTER will ensure that all chemical container's will be stored on bunded areas to minimise the risk of spills on open ground/soils. Substances will be stored out of direct sunlight in well ventilated, appropriate storage containers. *INSERT NAME OF SHOPFITTER* will also ensure a spill kit & fire extinguisher are always present in storage areas.

If any refuelling or servicing of plant/equipment is to occur, *INSERT NAME OF SHOPFITTER* will ensure that a spill kit is present on the servicing vehicle & that drip trays are used under refuelling/servicing connection points. *INSERT NAME OF SHOPFITTER* will ensure that refuelling & servicing does not occur within 30m of retained bushland/conservation areas on-site.

SITE RULES & BEHAVIOUR

Site Rules

All site personnel shall abide by the following rules:

- Comply with all OHS&E requirements
- Report all incidents and injuries immediately whether minor or major
- Observe all traffic and safety signs
- No personal music playing devices (i.e. iPods or mp3 players) are permitted whilst within the construction areas
- MPX management reserves the right to remove or prohibit the use of radio's at any time
- No cameras are permitted on site unless approved by MPX; no photos shall be taken on other devices
- Ensure that actions or behaviour do not impact upon adjacent stakeholders or patrons of adjacent businesses.

Unacceptable Behaviour

Site personnel engaging in any of the following behaviour may be removed from site at MPX's discretion:

- Fighting / serious harm / abuse of others (potential or actual)
- Behaviour or malicious actions which threatens or is likely to cause harm to others or damage to property
- Possession, consumption or distribution of alcohol and illegal drugs
- Taking unapproved photos or other media of the project
- Working under the influence of alcohol or drugs
- Bullying
- Harassment of any kind
- Posting of offensive material
- Sabotage of equipment
- Carrying firearms or weapons
- Walking through building site hoardings to access to the shopping centre
- Walking through areas of the construction site which are not related to tenancies in which the shopfitter is performing works
- Eating in areas other than the amenities facilities provided
- Urinating or defecating in places other than the toilet facilities provided
- Damage or misuse of safety equipment
- Theft, intentional damage or vandalism to MPX property or property of others on site
- Smoking or vaping onsite
- Parking in areas other than the designated shopfitter parking
- Deviating from designated accesses, altering fencelines / boundaries, chocking open doors

Discrimination and Harassment

The Shopfitters shall;

- Recognise and understand that under Federal and State laws it is unlawful to discriminate against people at work or in a work related environment
- Comply with Federal and State laws relating to discrimination and harassment
- At the discretion of MPX be subject to disciplinary action or be removed from site if in breach of discrimination or harassment laws.

Disciplinary Action

Where a Shopfitter employee fails to comply with the site health, safety and environmental rules and/or legislative requirements, MPX management reserves right to take formal disciplinary action, taking into account the seriousness of the breach.

WASTE MANAGEMENT

All waste generated by *INSERT NAME OF SHOPFITTER* will be managed as much as possible to minimise the amount that will go to landfill.

INSERT NAME OF SHOPFITTER will ensure that all waste is segregated & placed in the waste-specific site bins, these being;

- **660L SULO BINS with a lid – General Waste**
- **Blue skip bins – General Waste**
- **Yellow bins with a lid – Crystalline silica dust**
- **Skip bins lined with plastic – Concrete washout/waste only**
- **White skip bins – Plasterboard waste only (strictly no contamination)**

HYDROCARBON MANAGEMENT

INSERT NAME OF SHOPFITTER will also manage all hydrocarbon waste (greases, oils, empty chemical containers, soiled/contaminated spill clean-up material) by placing in the hydrocarbon waste bins (yellow).

OHSE MANANGEMENT PLAN – TENANCY FIT-OUT SIGN-OFF

As the undersigned, I hereby confirm that I have read, reviewed, understand and sign-off in acknowledgement of the requirements outlined in this plan

SIGN-OFF		
Print Name:	Signature:	Date:

Appendix 4 – OHSE Management Plan Review Template – Tenancy Fitout

MULTIPLEX

HSE MANAGEMENT PLAN REVIEW TENACY FITOUT

WA HSE SCM FRM 413

PROJECT	Galleria Shopping Centre Redevelopment			
SHOPFITTER (Name & Address)		**CONTACT**	Name	
			Mobile	
			Office	
			Email	
SCOPE OF WORK		**DATE RECEIVED**		
		DATE REVIEWED		
REVIEWED BY		**REVIEW №**		
COMMENTS	☐ ACCEPTED ☐ NOT ACCEPTED			

PART A – TO BE COMPLETED AT LEAST 20 DAYS PRIOR TO COMMENCEMENT ON SITE, BY HSE MANAGER/ ADVISOR (unless otherwise agreed by Project Manager and HSE Manager/Advisor)

ITEMS REVIEWED		**ACCEPTABLE**		
1.1	Has the Shopfitters HSE Pre-Commencement Form been filled out / received	☐ YES	☐ NO	
1.2	Has the shopfitter been supplied a copy of the Tenancy Management Plan and \ Shopfitters HSE compliance requirements document	☐ YES	☐ NO	
1.3	Has the Shopfitter supplied an OHSE Management Plan – Tenancy Fit-Out OR an equivalent OHSE Management Plan	☐ YES	☐ NO	
1.4	Does the OHSE Management Plan meet the requirements of WHS (General) Regulations 2022 – r.309 WHS management plan:preparation	☐ YES	☐ NO	
1.5	Current worker's compensation and public liability certificates of currency received?	☐ YES	☐ NO	
1.6	Project details, description of works, organisational details are current	☐ YES	☐ NO	
1.7	Health and safety policy signed and dated by Director / Manager	☐ YES	☐ NO	
1.8	WHS roles and responsibilities are allocated and signed off	☐ YES	☐ NO	
1.9	Induction training records are valid, other training / competencies are recorded and current	☐ YES	☐ NO	
1.10	SWMS / JSA received and conforms? Refer to SWMS /JSA review	☐ YES	☐ NO	
1.8	Hazards are identified and risk are assessed?	☐ YES	☐ NO	
1.9	Toolbox talk template available and confirmation of fortnightly toolbox meeting and daily pre-start meetings?	☐ YES	☐ NO	
1.10	Workplace inspection checklist template available and confirmation that formal inspections will be completed on a weekly basis	☐ YES	☐ NO	
1.11	Controls for all activities are documented (SWMS/JSA)?	☐ YES	☐ NO	☐ N/A
1.12	SWMS training / induction is current, signed and dated?	☐ YES	☐ NO	☐ N/A
1.13	Plant and equipment register is current?	☐ YES	☐ NO	☐ N/A
1.14	Hazardous substances / dangerous goods register is current?	☐ YES	☐ NO	☐ N/A
1.15	Electrical equipment register is current?	☐ YES	☐ NO	☐ N/A
1.16	Worker's compensation information / injury management details are current?	☐ YES	☐ NO	☐ N/A
1.17	Have the full time first aiders been nominated and is there confirmation that first aid equipment will be supplied for the Tenancy (Site)	☐ YES	☐ NO	☐ N/A
1.18	Have the full time nominated supervisor(s) been nominated in the plan	☐ YES	☐ NO	☐ N/A
1.19	Other:	☐ YES	☐ NO	☐ N/A

Appendix 5 – SWMS/JSA Review Template

TO BE COMPLETED PRIOR TO COMMENCEMENT OF WORK, FOR EACH SWMS/JSA.		
PROJECT	Galleria Shopping Centre Redevelopment	REVIEW DATE:
SHOPFITTER		
SWMS /JSA TITLE/REFERENCE #		

REF	CHECKLIST/REVIEW	OK or IC	COMMENTS
1.	Is the SWMS/JSA **site specific**		
2.	Is the SWMS/JSA signed and dated by shopfitter's senior site manager or supervisor		Site copy to be signed prior to commencement of work
3.	Does the SWMS or JSA include		
	• Shopfitters registered name		
	• Site project name		
	• Task description		
	• Resources - trades, equipment/plant, materials etc		
	• Reference to Legislation/codes/standards		
	• Job/task steps, potential hazards, risk and risk treatments.		
	• Is responsibility allocated for process and steps		
	• Sign off sheet that records name and signatures of each person involved with the task and date each person was inducted into the SWMS/JSA		Site copy to be signed prior to commencement of work
	• Qualifications, training and competency requirements		
	• Applicable engineering details, permits or approvals		
	• Cross reference MSDSs, plant records, other relevant information?		
4.	Does the SWMS/JSA identify risks associated with manual handling, electrical equipment , mobile plant, lifting equipment, power tools, hazardous substances/DG, traffic, work at heights, excavations, welding equipment where required?		
5.	Do the risk controls include, inspections, maintenance, PPE, training, competency, appropriate storage/housekeeping etc where required?		
6.	Are permits required for shopfitters work e.g. hot work, excavation, confined spaces, coring/drilling, man-cage, mobile crane?		
7.	Does the SWMS/JSA include basic emergency management procedures for fire and injury?		

*OK= Satisfactory compliance, IC= Incomplete,

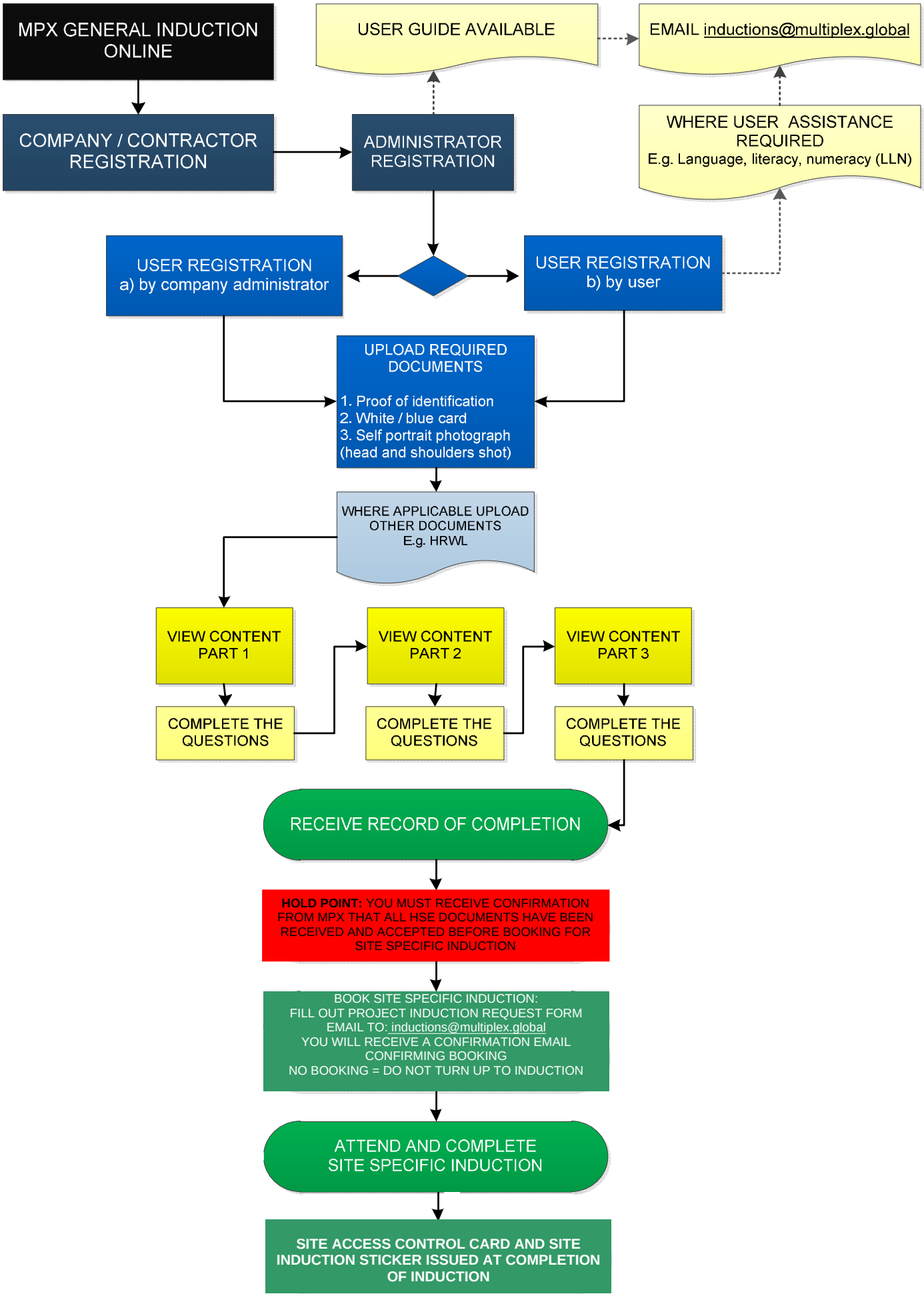
SHOPFITTER SITE MANAGER/SUPERVISOR – SWMS / JSA REVIEW
Comments

SHOPFITTER NAME	SHOPFITTER SIGNATURE	DATE REVIEWED
MPX NAME	**MPX SIGNATURE**	**DATE REVIEWED**

WHEN SWMS/JSA REVIEW IS COMPLETE ATTACH SWMS/JSA & FORWARD TO MPX HSE FOR RECORDS FILING

Appendix 6 – Induction Process

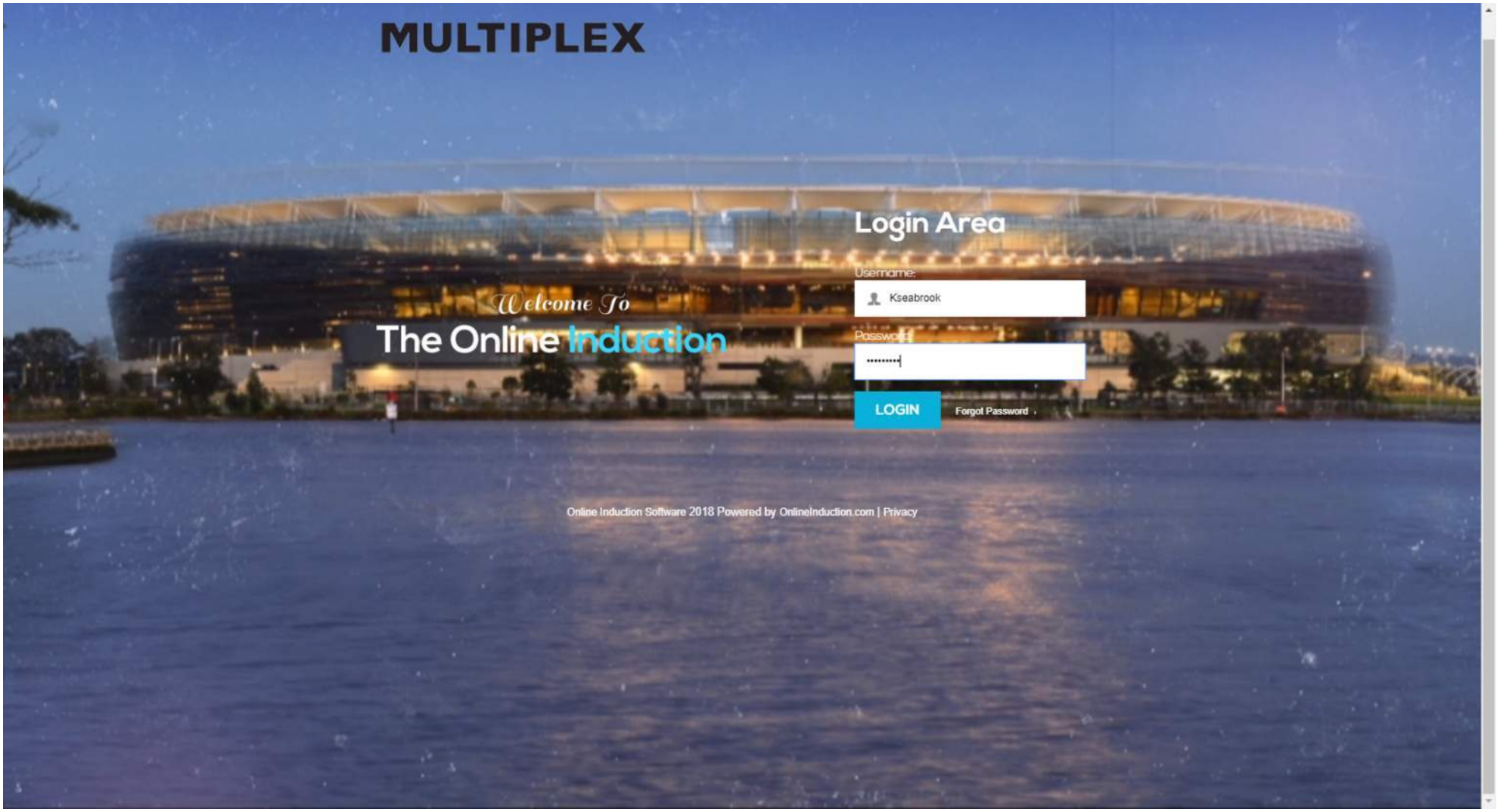
GALLERIA INDUCTION PROCESS



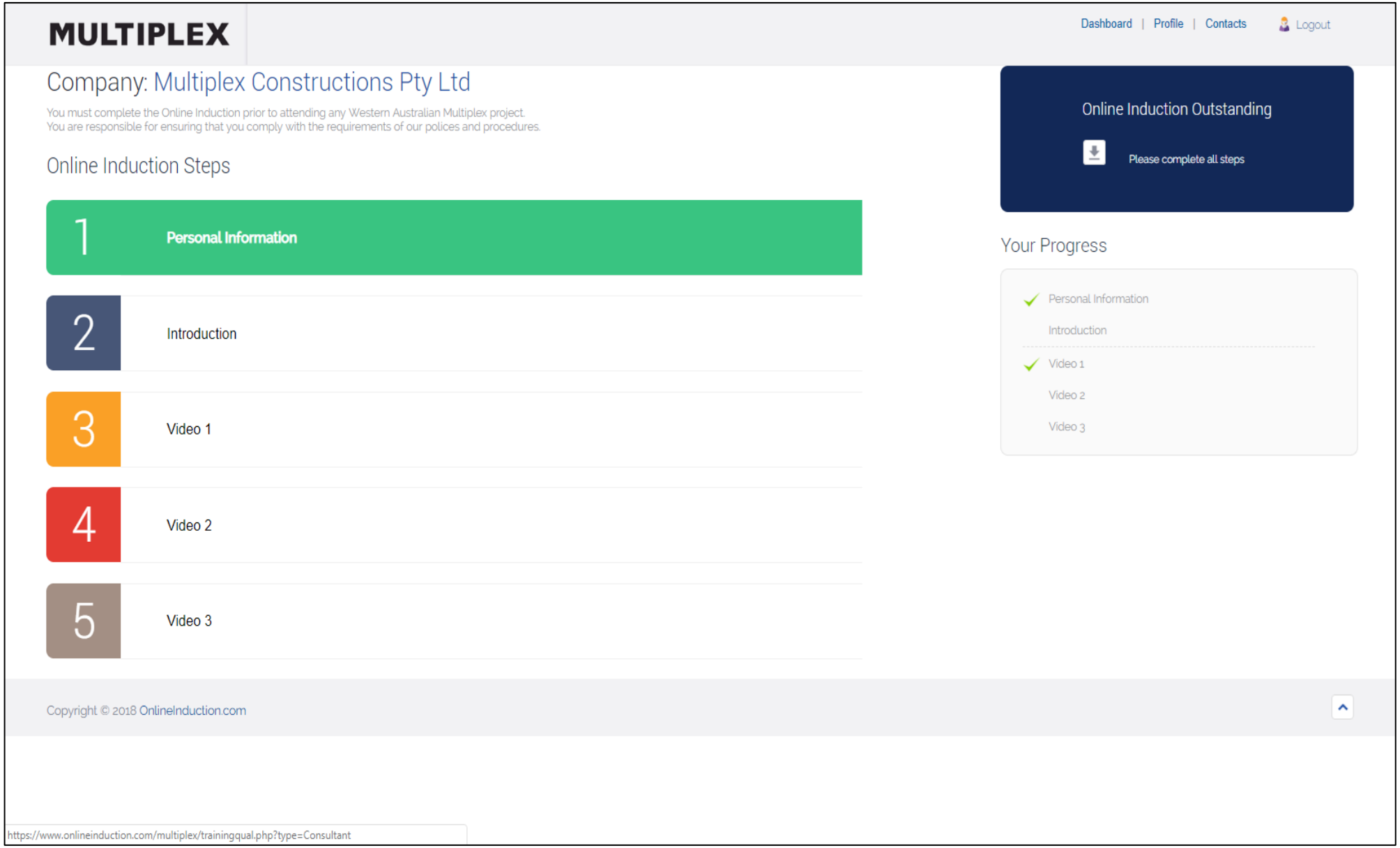
Appendix 7 – MPX WA General Online Induction

Please log into the Multiplex Portal via username and password which was emailed through to you

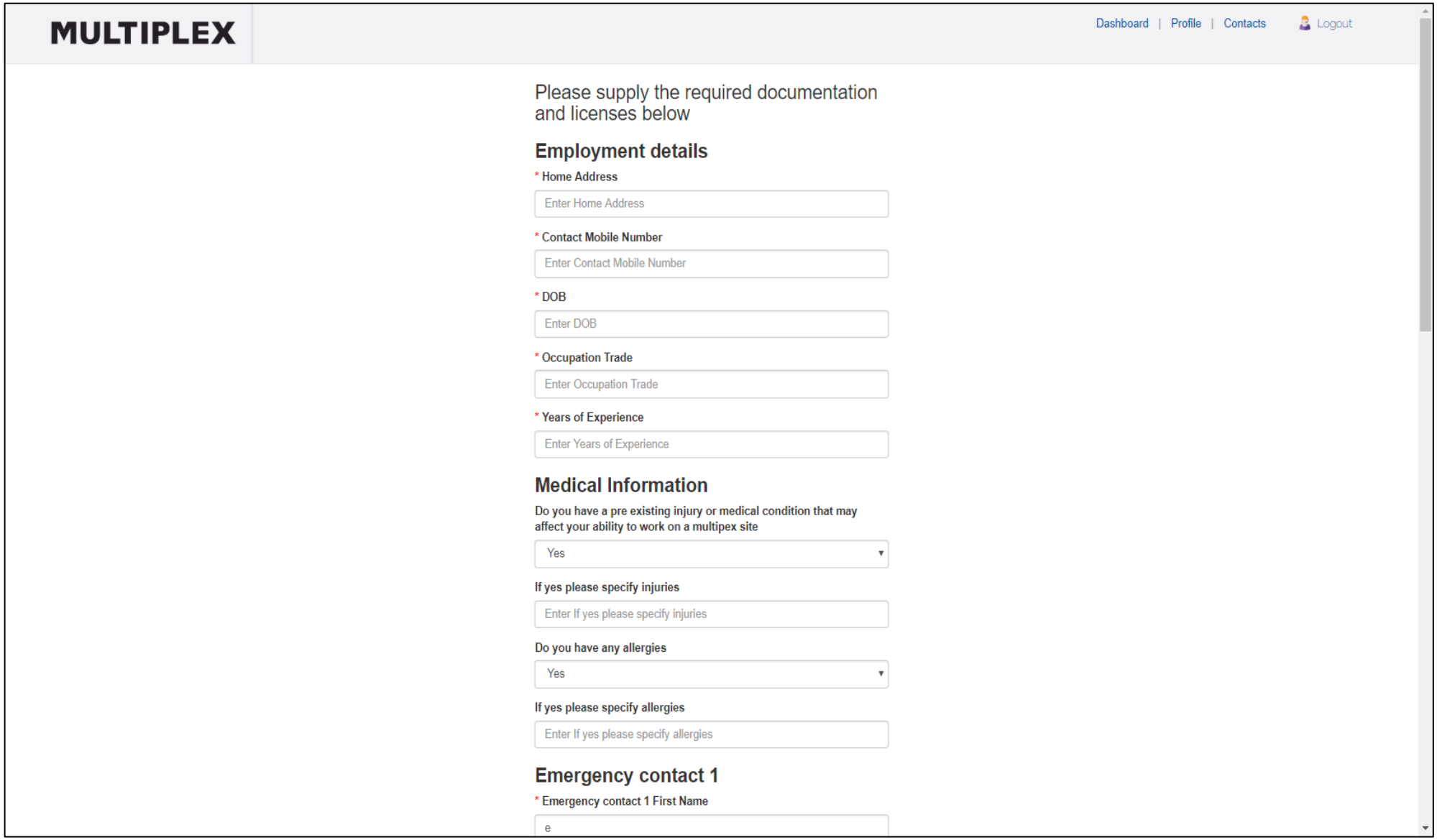
https://www.onlineinduction.com/multiplex/



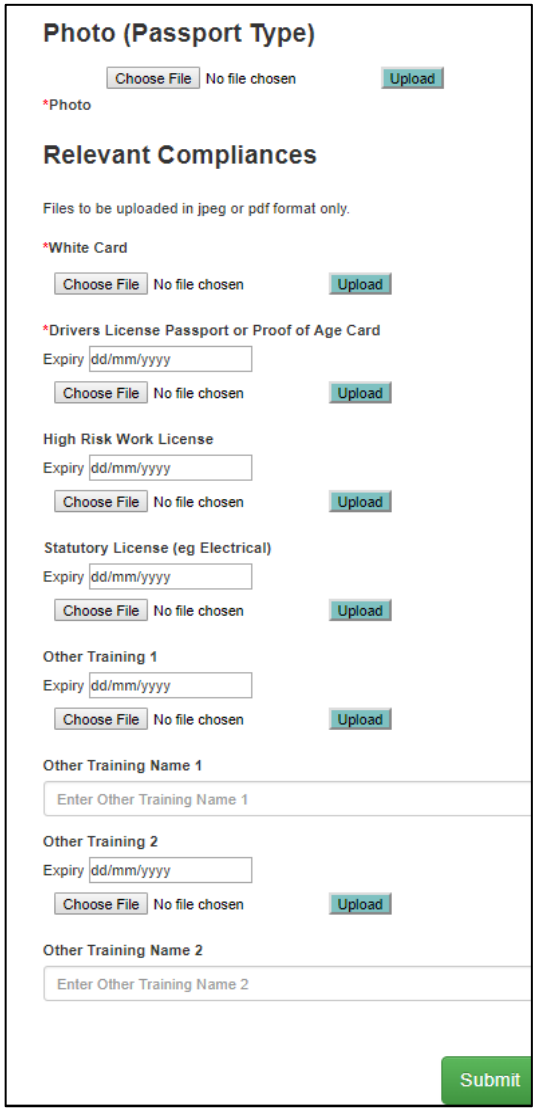
Click on ‘Personal Information’



Enter your details as outlined in the below screenshot

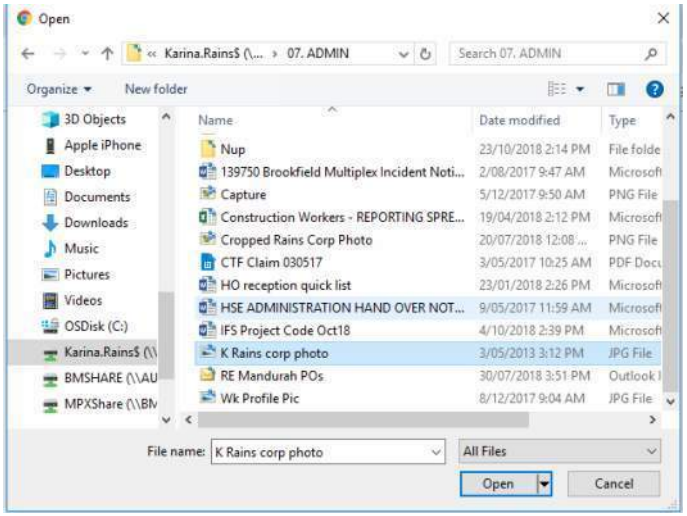


Upload photo (mandatory), White card (mandatory), Driver's license / Passport or Proof of Age (mandatory) and any other applicable licenses you may have

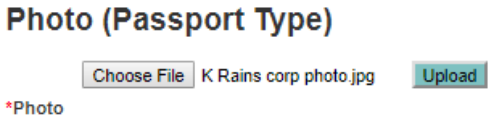




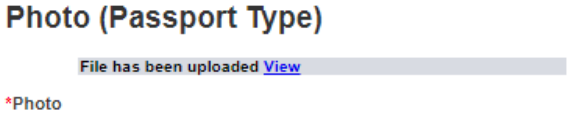
Click Choose File



Select image and click open

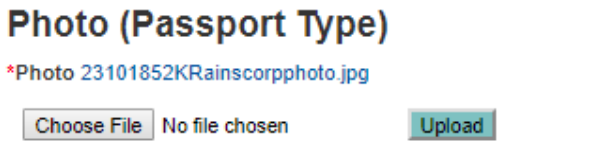


Click Upload

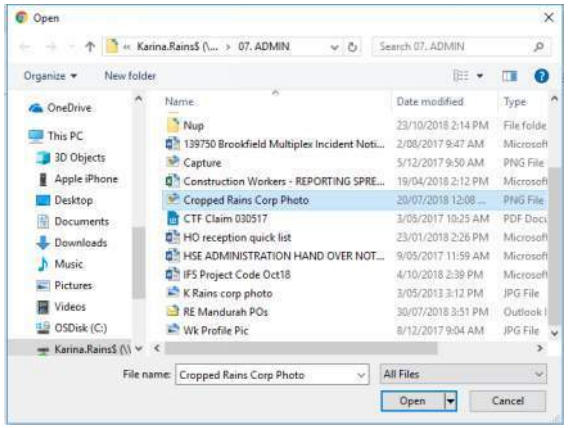


Your image has now been uploaded

To upload another document in replacement of the current one



Click Choose File



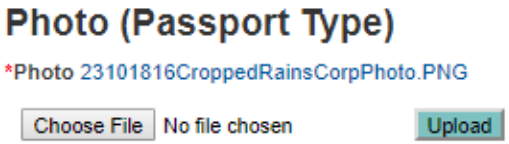
Select another image and click open



Click Upload (you will see both photos are here)

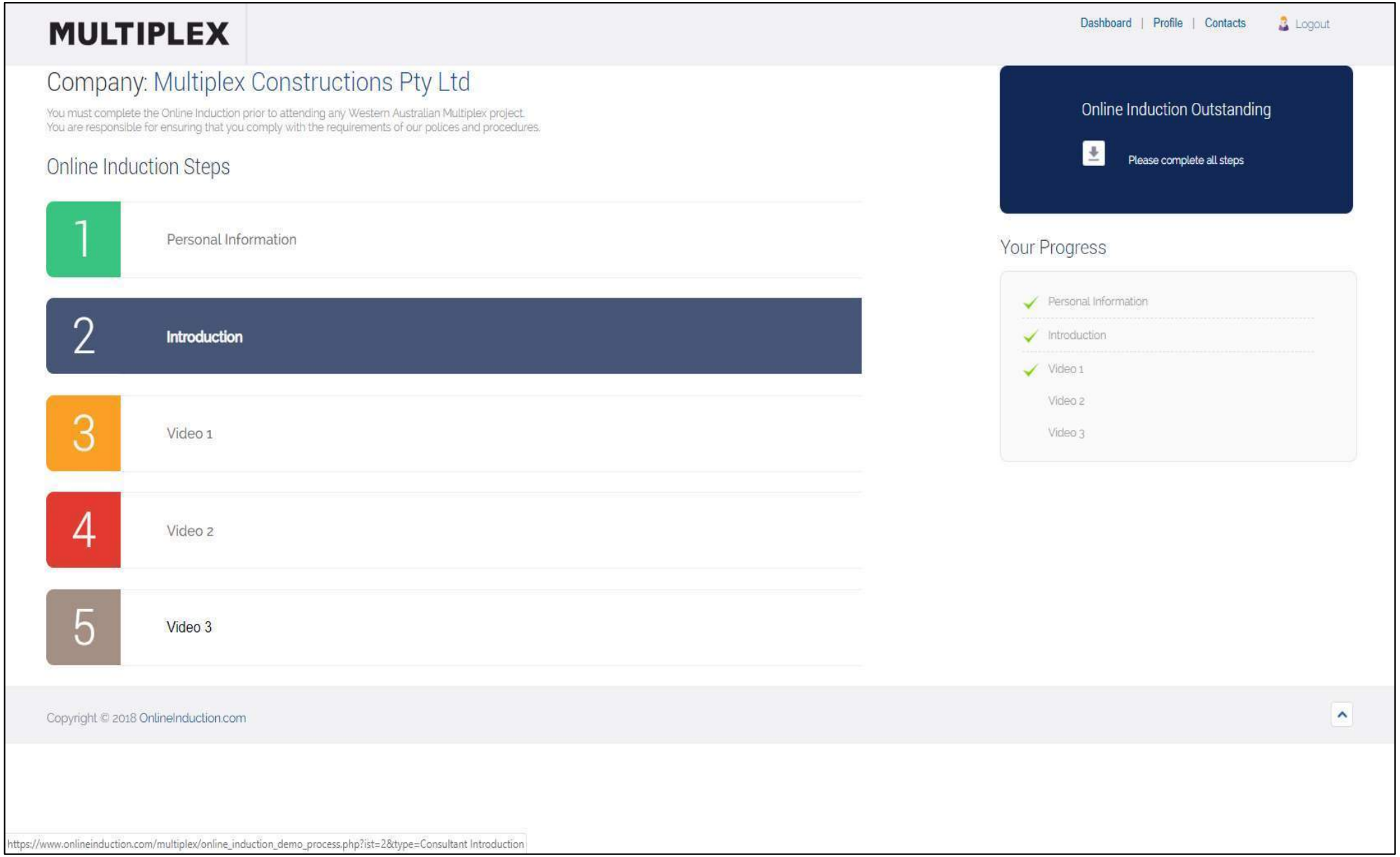


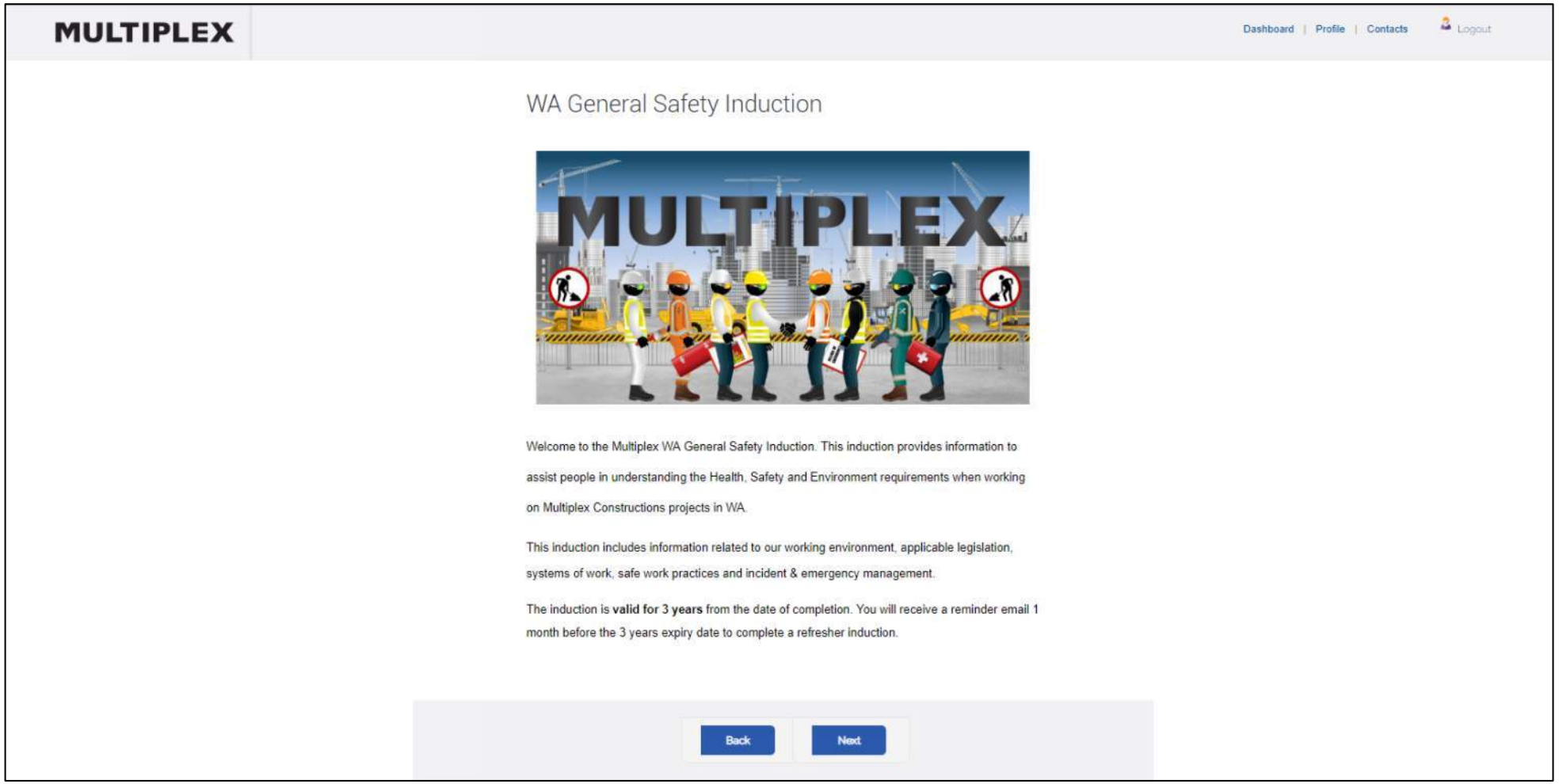
Your image has now been uploaded

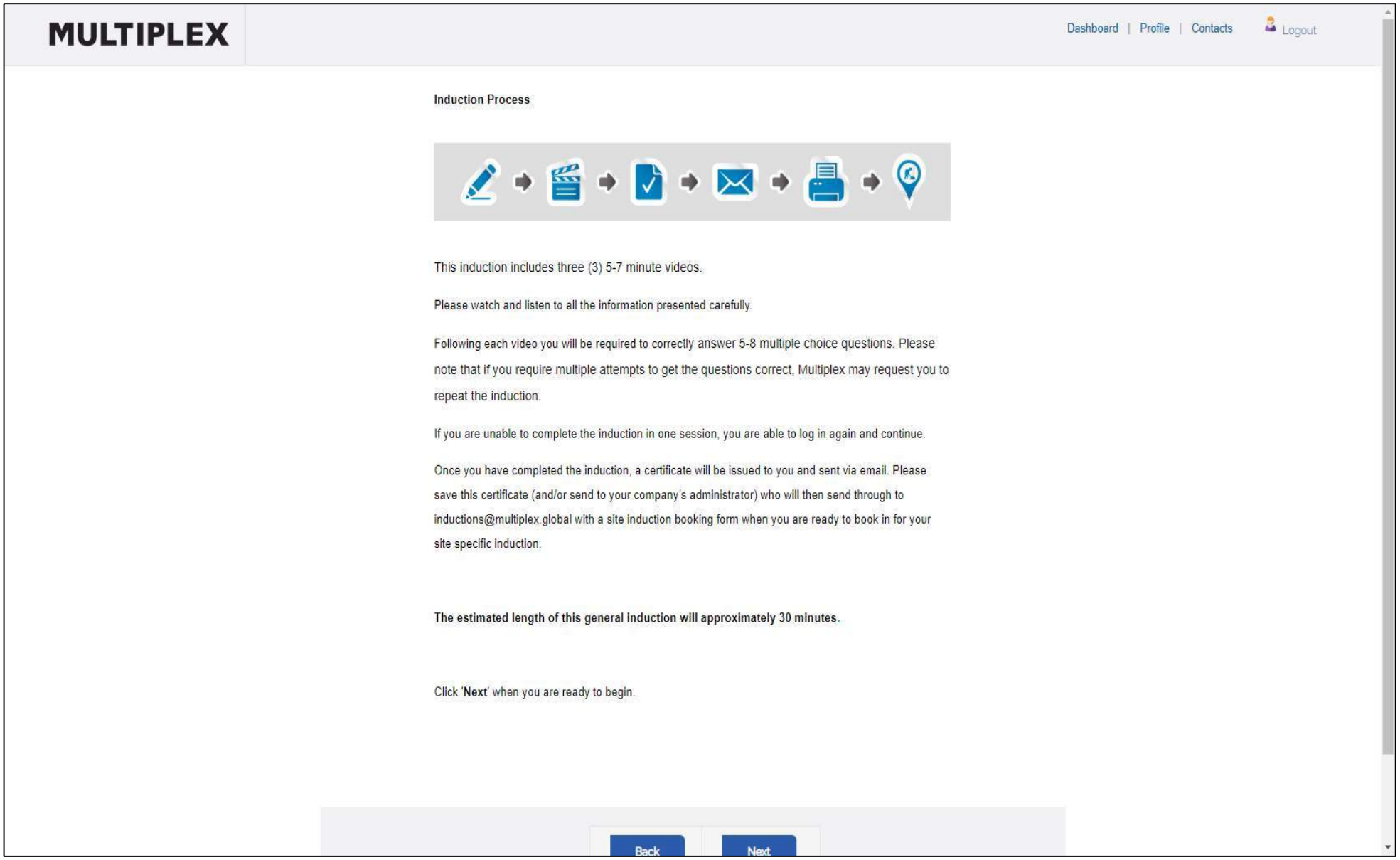


You will see once you click Upload it automatically writes over your current image.

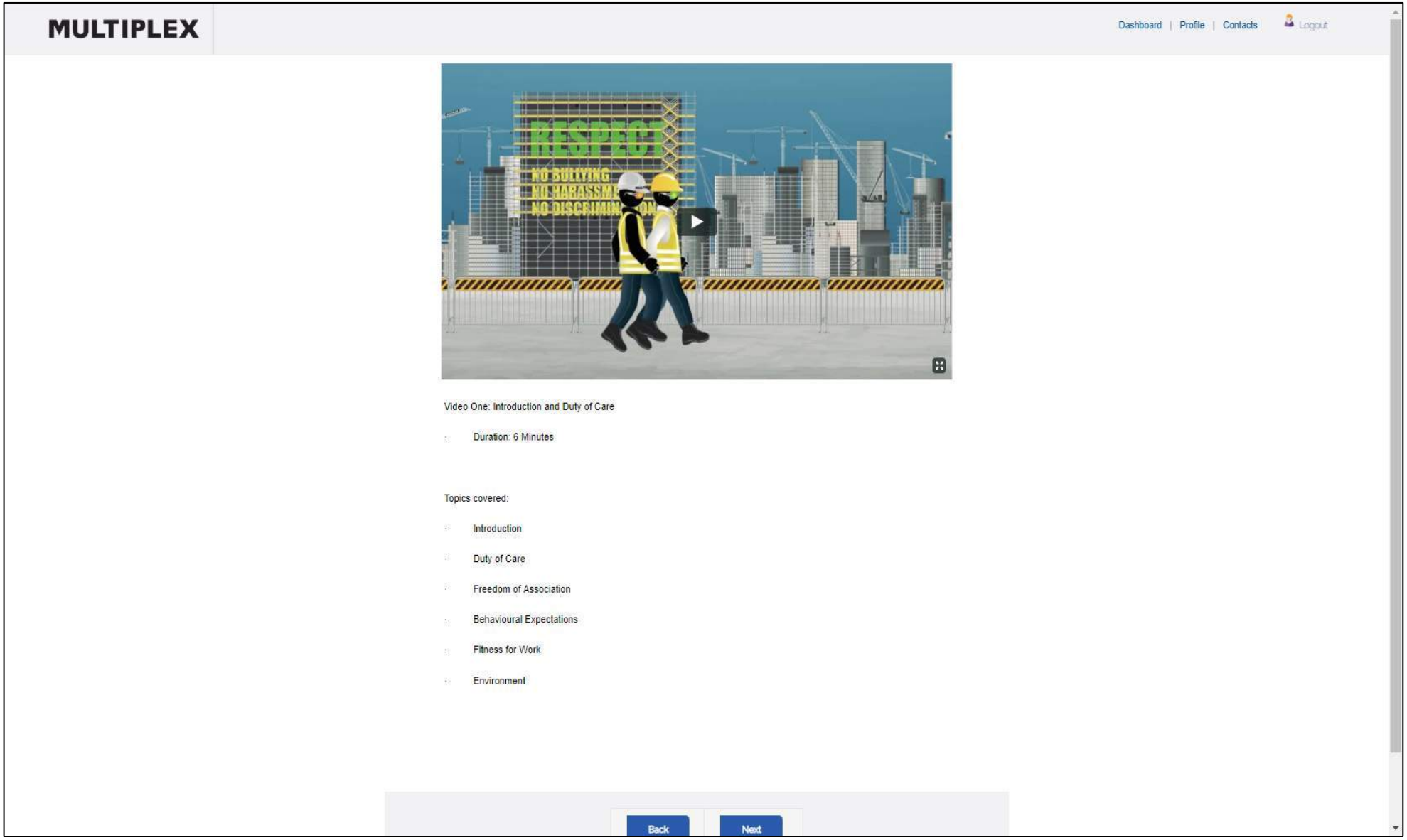
Click ‘Introduction’ to begin the Online Induction



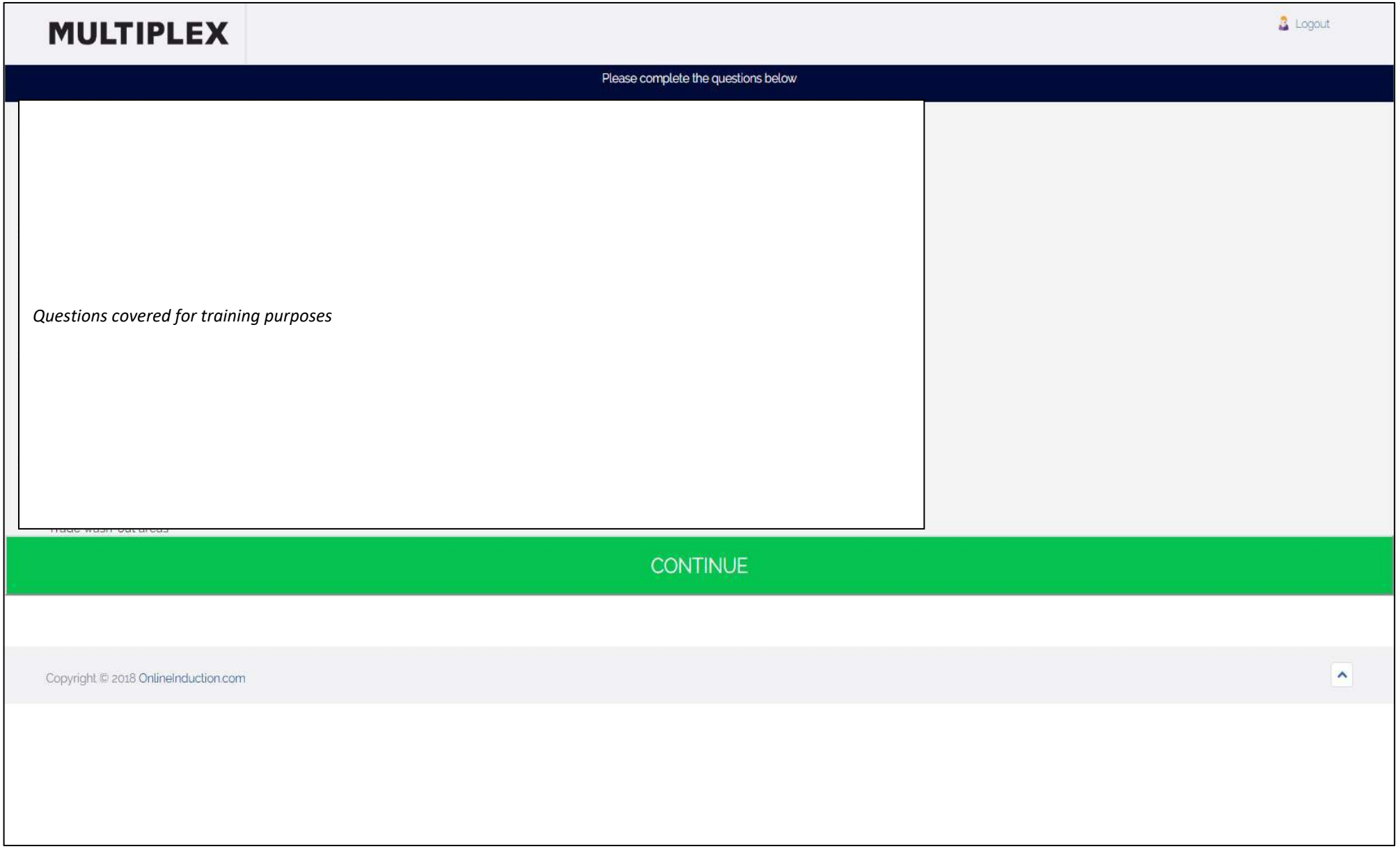

MULTIPLEX
Dashboard | Profile | Contacts
Logout
WA General Safety Induction
MULTIPLEX
Welcome to the Multiplex WA General Safety Induction. This induction provides information to assist people in understanding the Health, Safety and Environment requirements when working on Multiplex Constructions projects in WA.
This induction includes information related to our working environment, applicable legislation, systems of work, safe work practices and incident & emergency management.
The induction is valid for 3 years from the date of completion. You will receive a reminder email 1 month before the 3 years expiry date to complete a refresher induction.
Back
Next


MULTIPLEX
Dashboard | Profile | Contacts
Logout
Induction Process
This induction includes three (3) 5-7 minute videos.
Please watch and listen to all the information presented carefully.
Following each video you will be required to correctly answer 5-8 multiple choice questions. Please note that if you require multiple attempts to get the questions correct, Multiplex may request you to repeat the induction.
If you are unable to complete the induction in one session, you are able to log in again and continue.
Once you have completed the induction, a certificate will be issued to you and sent via email. Please save this certificate (and/or send to your company's administrator) who will then send through to inductions@multiplex.global with a site induction booking form when you are ready to book in for your site specific induction.
The estimated length of this general induction will approximately 30 minutes.
Click 'Next' when you are ready to begin.
Back
Next

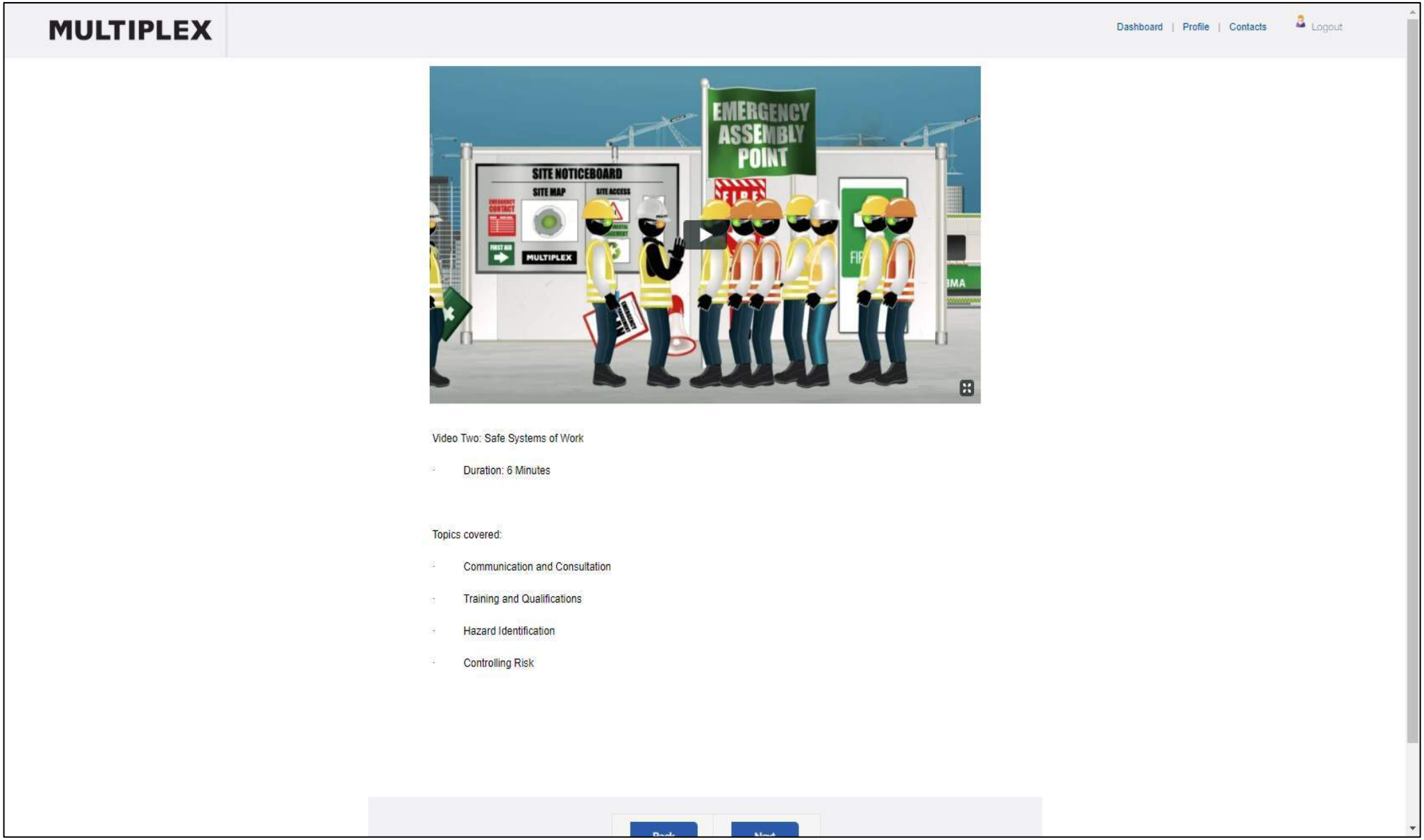
Play Video 1


MULTIPLEX
Dashboard | Profile | Contacts
Logout
RESPECT
NO BULLYING
Video One: Introduction and Duty of Care
Duration: 6 Minutes
Topics covered:
Introduction
Duty of Care
Freedom of Association
Behavioural Expectations
Fitness for Work
Environment
Back
Next

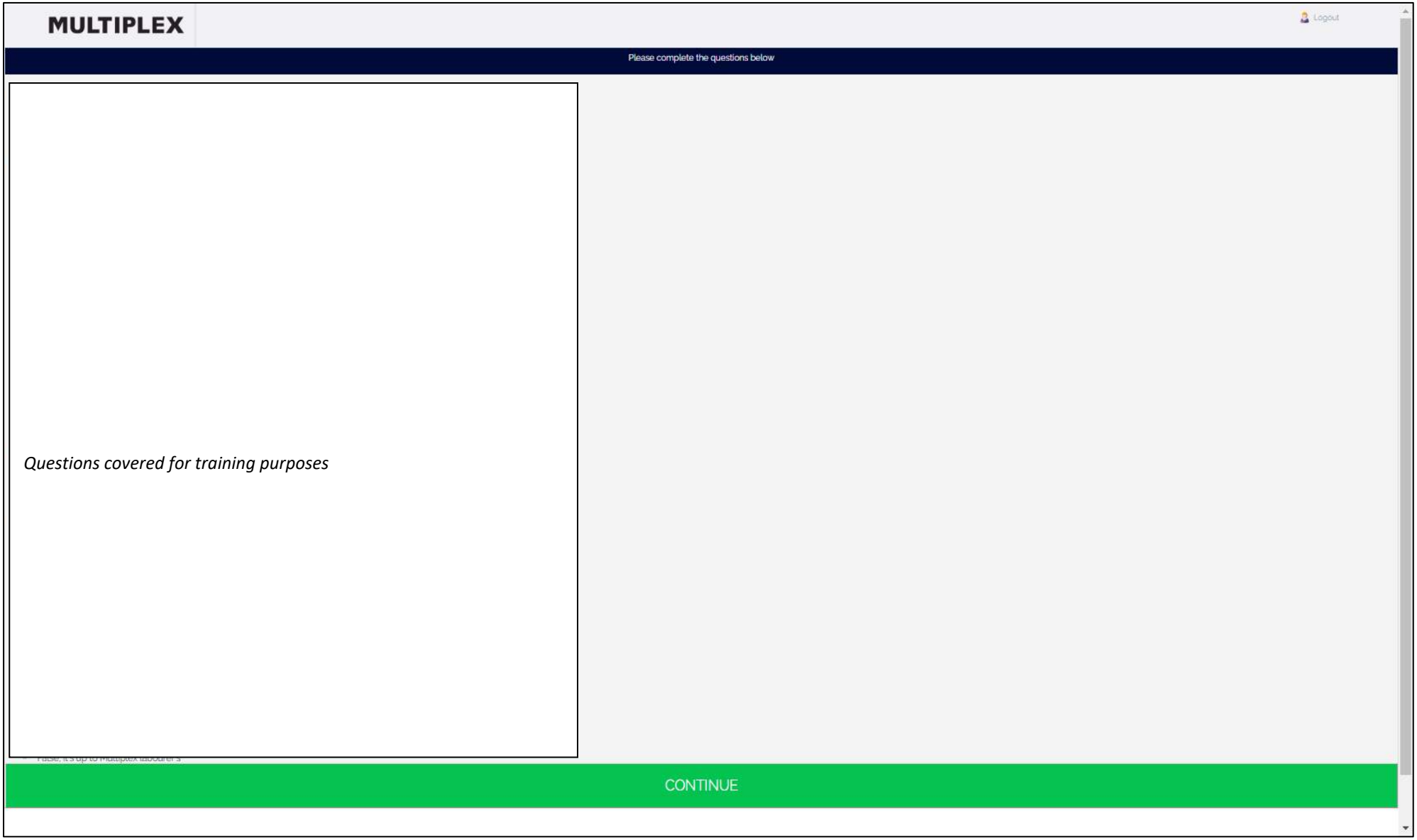
Answer the questions relating to the Video 1. Once answered, select ‘Continue’



Begin Video 2



Answer the questions relating to the Video 2. Once answered, select ‘Continue’



Begin Video 3.

MULTIPLEX

Dashboard | Profile | Contacts | Logout



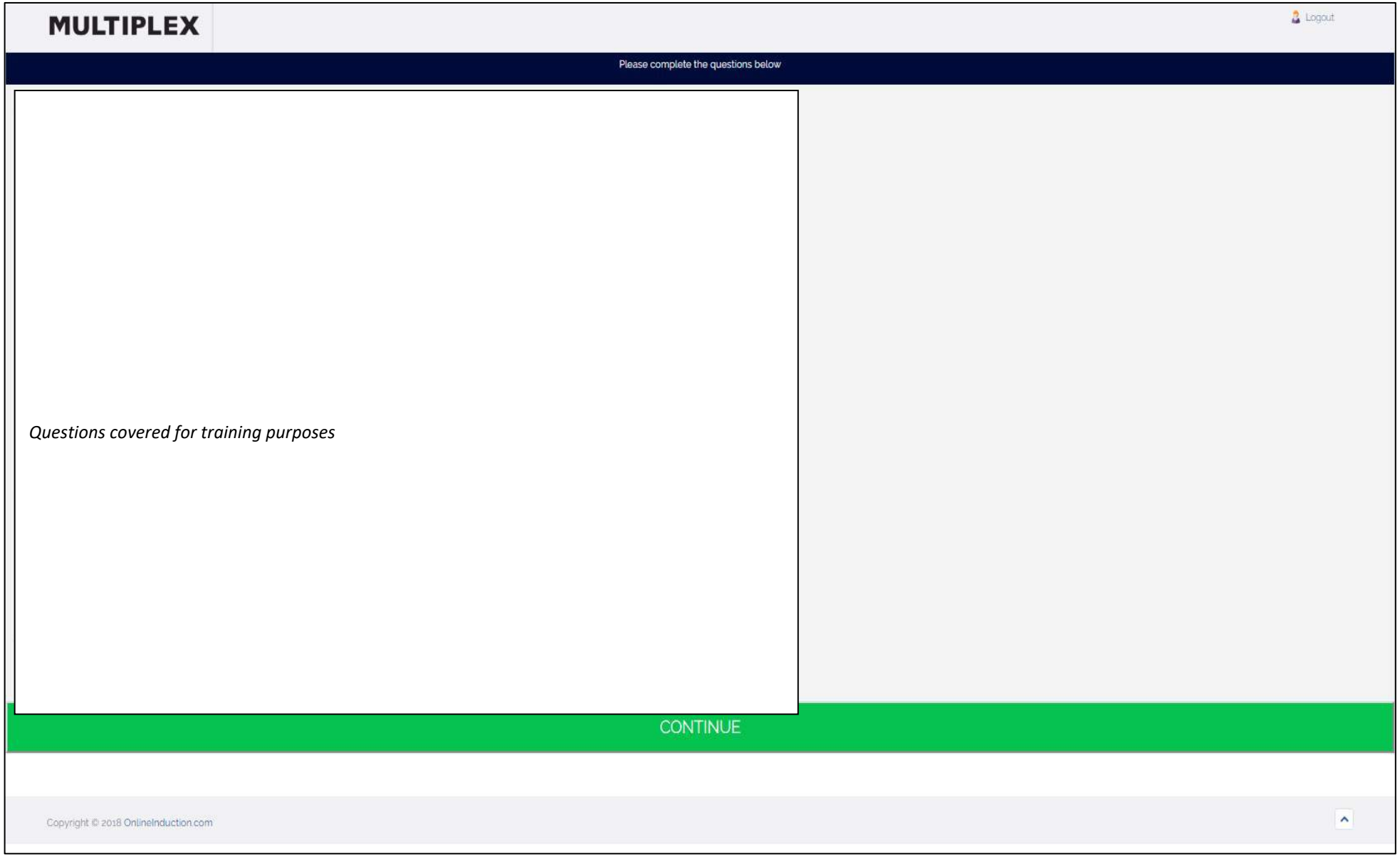
Video Three: Review of Specific Industry Hazards

- Duration: 8 Minutes

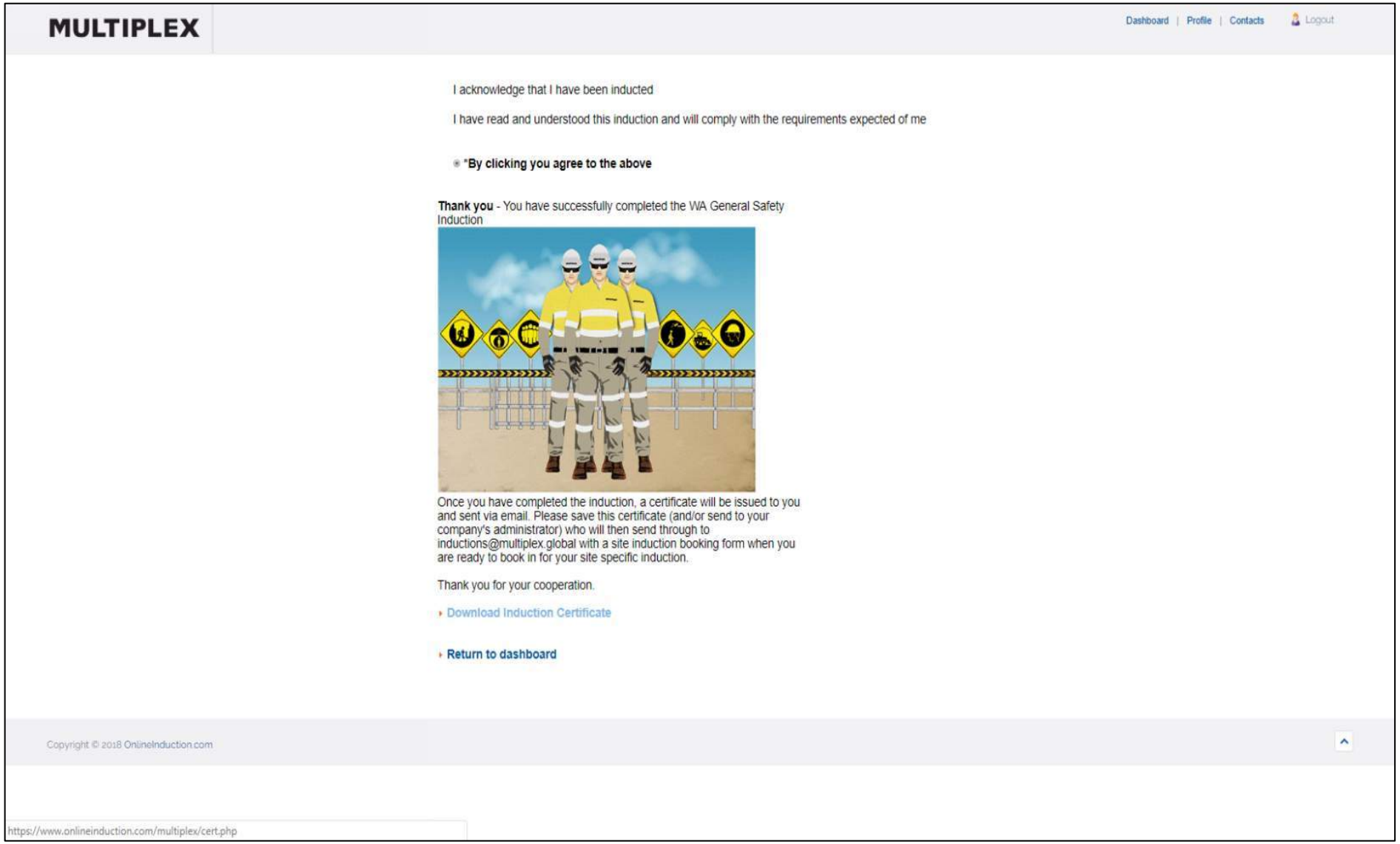
Topics covered:

- Excavation and Trenches
- Working at Heights
- Mobile Plant and Traffic Management
- Lifting Equipment
- Temporary Works
- Hazardous Substances
- Manual Handling
- PPE

Answer the questions relating to the Video 3. Once answered, select ‘Continue’



CONGRATULATIONS you have completed your MPX Online Induction**.** Please download your induction certificate and bring with you to the site induction.



To get back to your ‘Dashboard’, select ‘Dashboard’ from the top right-hand side of your screen. Your certificate will be located in the large blue box below.



THE GENERAL SAFETY INDUCTION IS NOW ONLINE

The Multiplex General Safety Induction is now online. This induction aims to:

- Consolidate the generic health, safety and environmental induction information.
- Enable consistent and flexible delivery to the MPX workforce in Western Australia via online platform whilst maintaining compliance with legal and other requirements.
- Allow the site specific induction to focus on the essential site information.



The general safety induction is valid across all Multiplex Projects in Western Australia for a period of three (3) years. Prior to expiry, you will be notified and be required to refresh your induction and records.

The general induction is required to be completed prior to attending a site specific induction. Once successfully completed, the site specific induction can be booked and attended.

You can complete the induction online using a desk or lap top computer or a mobile device (we recommend using the google chrome web browser). The induction must be undertaken no more than twenty eight (28) days prior to arriving onto a Multiplex site.

Where it is identified that a person requires assistance with their language, literacy, numeracy (LLN) skills, their employer needs to contact inductions@multiplex.global.

To register your company, log on to the Multiplex portal to register your company at https://www.onlineinduction.com/multiplex/registercompany.php

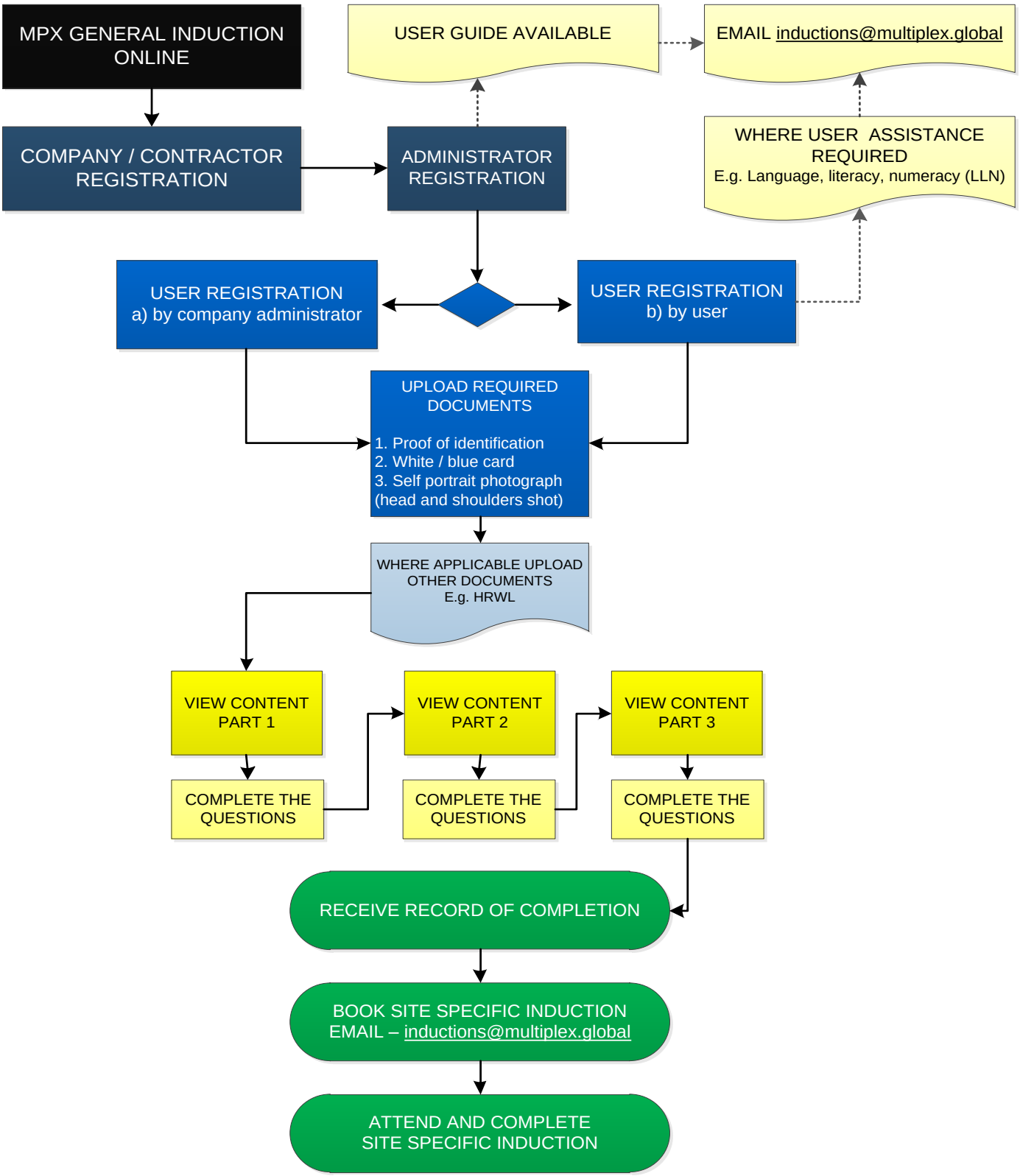
A user guide is available for your reference and for further guidance you can call Karina Rains on 9483 0899 or email inductions@multiplex.global

GENERAL OVERVIEW OF THE INDUCTION PROCESS

1. Log on to registration website
2. Company / contractor and administrator registration
3. User registration - can be completed by a) company administrator or b) the user
4. Upload required documents
5. View the induction content
6. Complete the questions
7. Receive you certificate of completion

Refer to induction process flow over the page.

Darren Ridley
HSE Manager (WA)
16th November 2018


MPX GENERAL INDUCTION ONLINE
USER GUIDE AVAILABLE
EMAIL inductions@multiplex.global
COMPANY / CONTRACTOR REGISTRATION
ADMINISTRATOR REGISTRATION
WHERE USER ASSISTANCE REQUIRED
E.g. Language, literacy, numeracy (LLN)
USER REGISTRATION
a) by company administrator
USER REGISTRATION
b) by user
UPLOAD REQUIRED DOCUMENTS
1. Proof of identification
2. White / blue card
3. Self portrait photograph (head and shoulders shot)
WHERE APPLICABLE UPLOAD OTHER DOCUMENTS
E.g. HRWL
VIEW CONTENT PART 1
VIEW CONTENT PART 2
VIEW CONTENT PART 3
COMPLETE THE QUESTIONS
COMPLETE THE QUESTIONS
COMPLETE THE QUESTIONS
RECEIVE RECORD OF COMPLETION
BOOK SITE SPECIFIC INDUCTION
EMAIL – inductions@multiplex.global
ATTEND AND COMPLETE SITE SPECIFIC INDUCTION

MULTIPLEX ONLINE INDUCTION TROUBLESHOOTING GUIDE

MULTIPLEX – REV 2 - AUGUST 2019

CONTENTS

ACCESSING COMPANY ACCOUNT **Page 2-5**

- Company / User Blocked Page 2
- Checking Company Details / Insurances Page 3-4
- Approving Company Registration Page 4-5

LOG IN AS COMPANY (SUBCONTRACTOR) ADMINISTRATOR **Page 6-7**

- View Company Users Page 7
- Add New User or Company Administrator (Vendor Admin) Page 7

USER BLOCKED FROM COMPLETING ONLINE INDUCTION **Page 8**

ACCESSING USER PROFILE **Page 9-11**

- Delete User Page 9
- Log in as a User Page 10-11
- Updating Personal Details Page 10
- Checking Induction Progress Page 10
- Re-Issue User Induction Reminder Email Page 10

PRINTING SITE ACCESS CARDS Page 12

SITE ACCESS CARD NOT WORKING AT TURNSTILE Page 14

ACCESSING TURNSTILE SOFTWARE (GATEMATE) Page 14

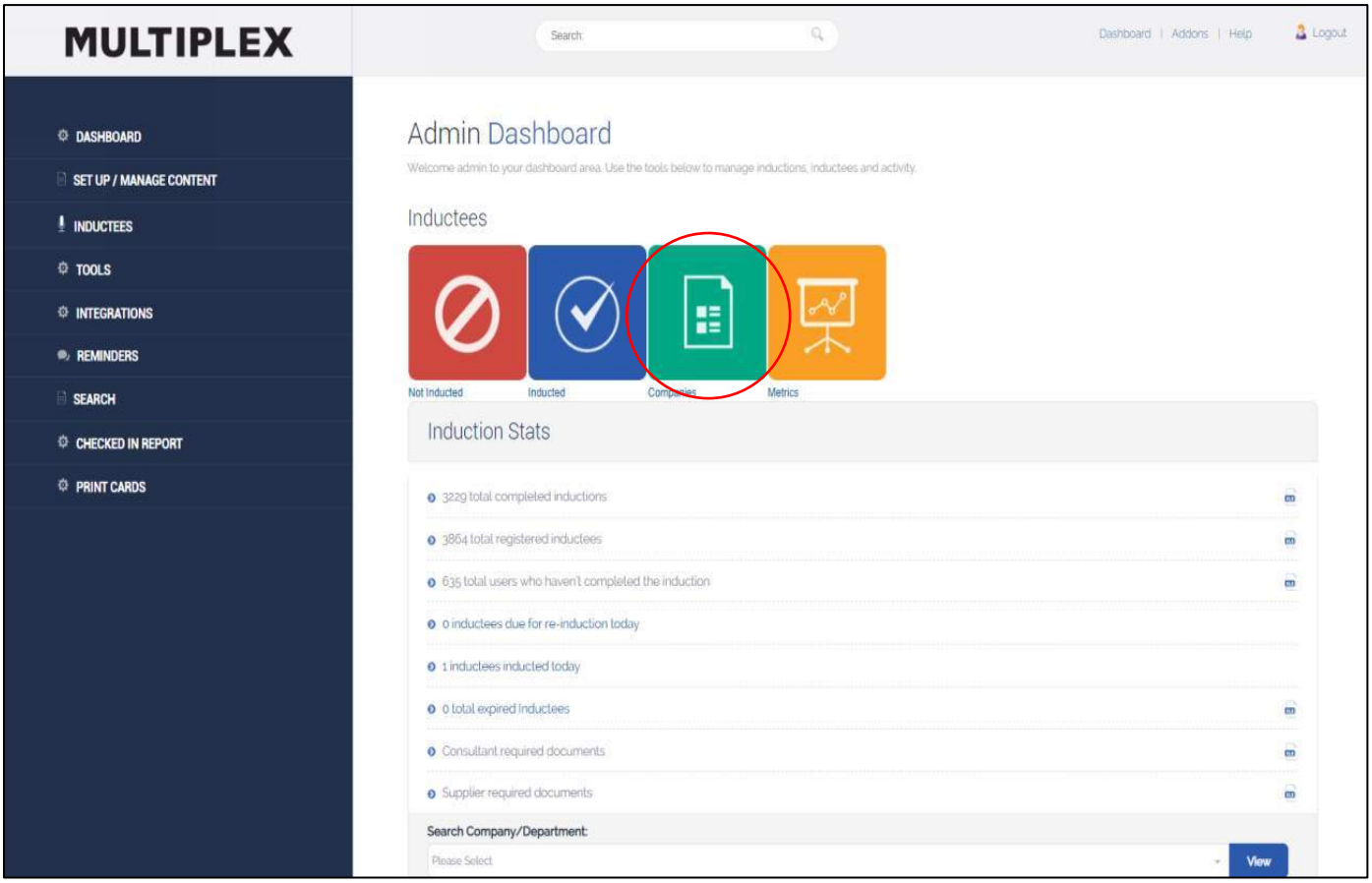
Commonly Used Words

- User – The Inductee
- Vendor Admin – The company administrator

ACCESSING COMPANY ACCOUNT

- ***Company / User Blocked*** *- The main reason for a company, administrator or user being locked out of their account is due to expired insurances. The company administrator will only be able to access their company details page to upload their new insurances; they will not be able to register new users and users already registered will not be able to complete their induction.*
    - *Note: The system automatically locks out company accounts when insurances pass the expiry date or when new insurance documents are uploaded. The administrator will receive an email stating that their insurances have expired and to contact inductions@multiplex.global for approval once they are re-uploaded.*
- *Once the company administrator has uploaded their insurances, you will need to approve their account by following these steps.*

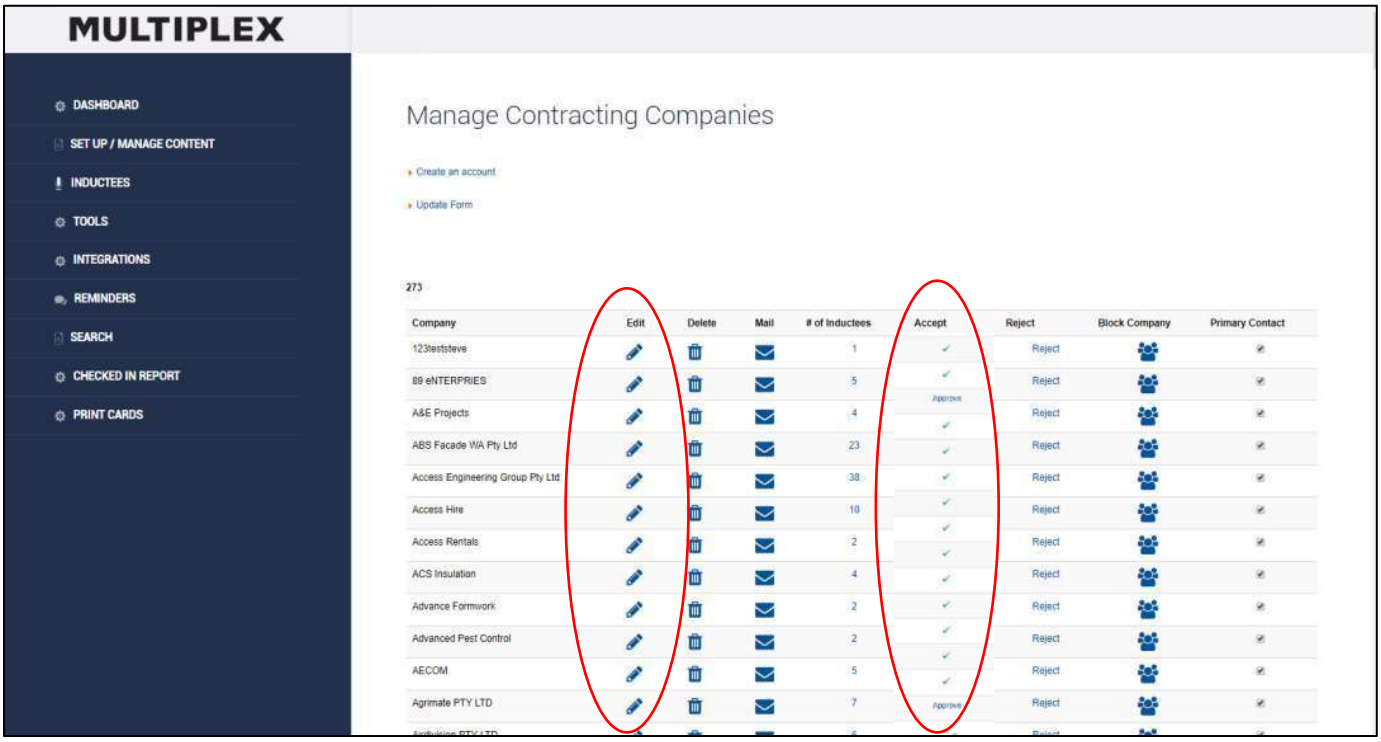
1. From your administrator dashboard click companies – Manage Contracting Companies page will open.



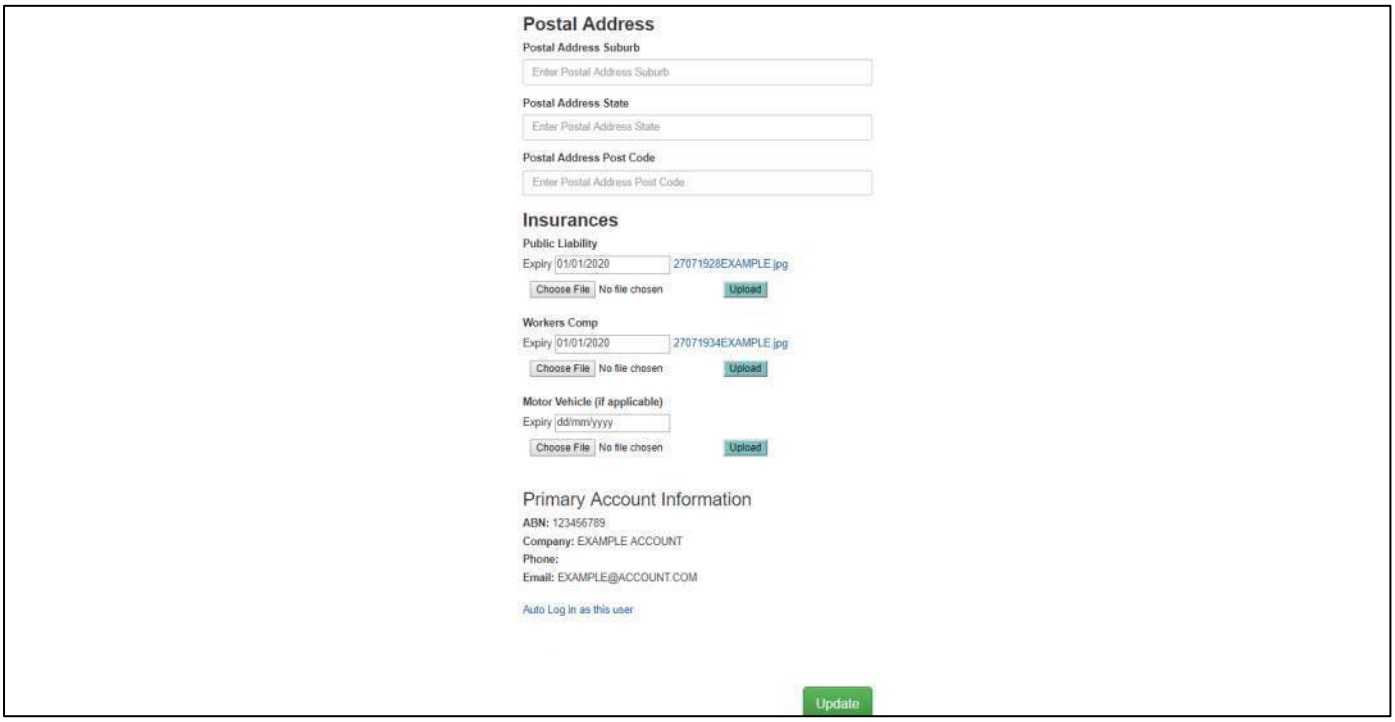
2. Find the required company (Manage Contracting Companies page)

Note: For the purpose of this document if have developed an 'EXAMPLE ACCOUNT' company

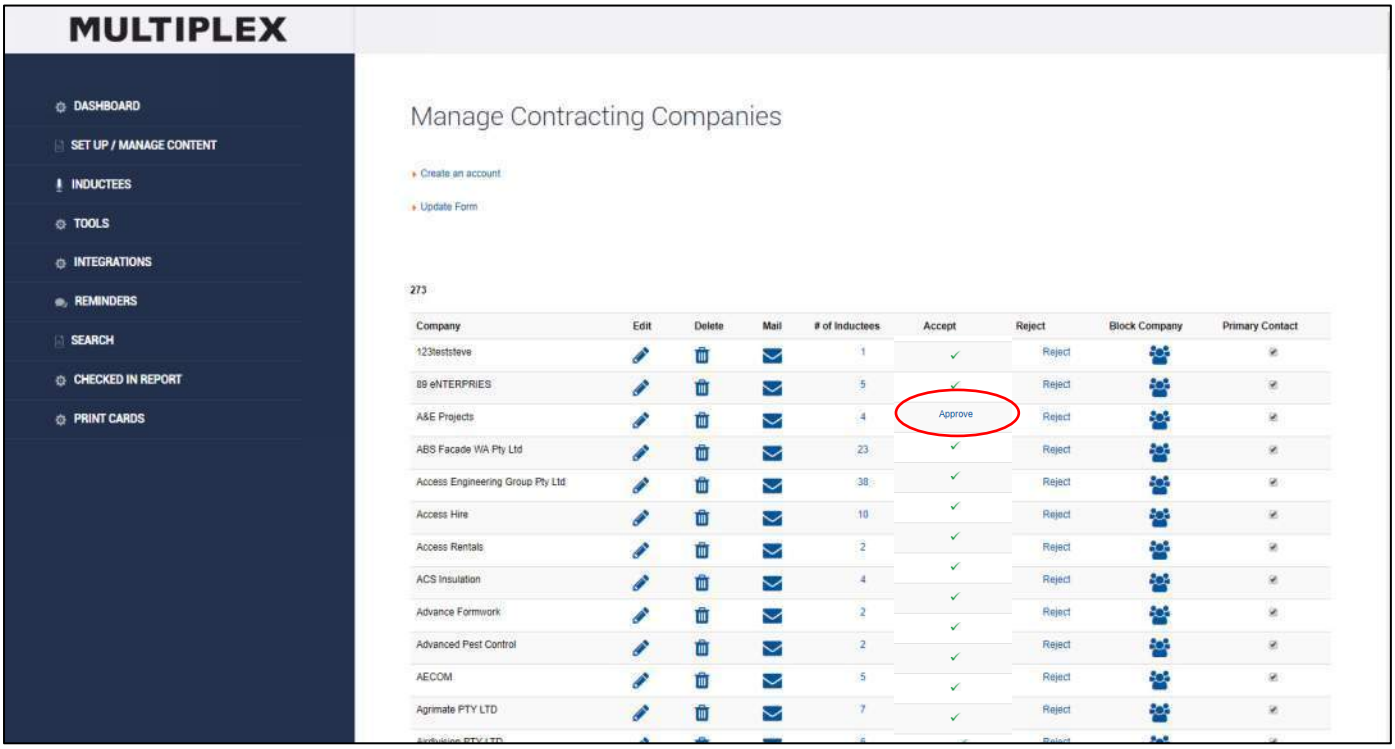
- Under the 'Accept' column, if the company is approved it will have a green tick or it will say 'Approve'. This means their account needs to be reviewed by Multiplex to ensure company details, insurance certificates and insurance expiry dates have been entered.
- To review the company account click the edit icon pencil.
- *TIP: Ctrl click the edit icon pencil to open in a new window. Unfortunately, the system is set up to revert to the individual user page when saving/updating information on the company page (i.e. it does not revert to the page you had just been on). By opening the company account in a separate window it allows you to save the data without losing your original spot, just re-open the previous window.*



3. Check the company details and insurances are correct and click ‘update’. You can now exit out of this window and re-open the Manage Contracting Companies page.



4. Now that you have confirmed their details and insurances are correct, click the ‘Approve’ button (Manage Contracting Companies page) next to the applicable company.



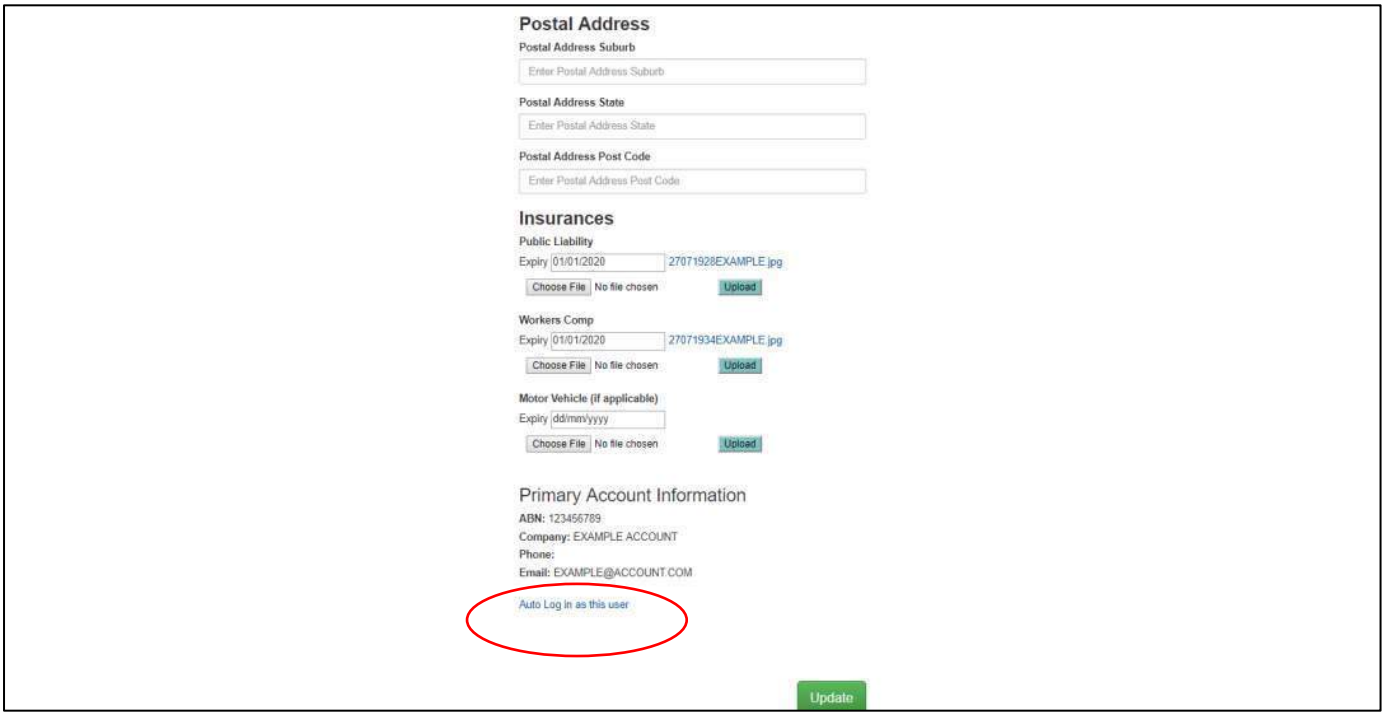
5. An ‘account has been activated’ page will confirm your approval.

- *Note: The company administrator will now receive an email stating that their account has been activated. The administrator will now be able to register new users, and existing users will be able to complete their online induction.*



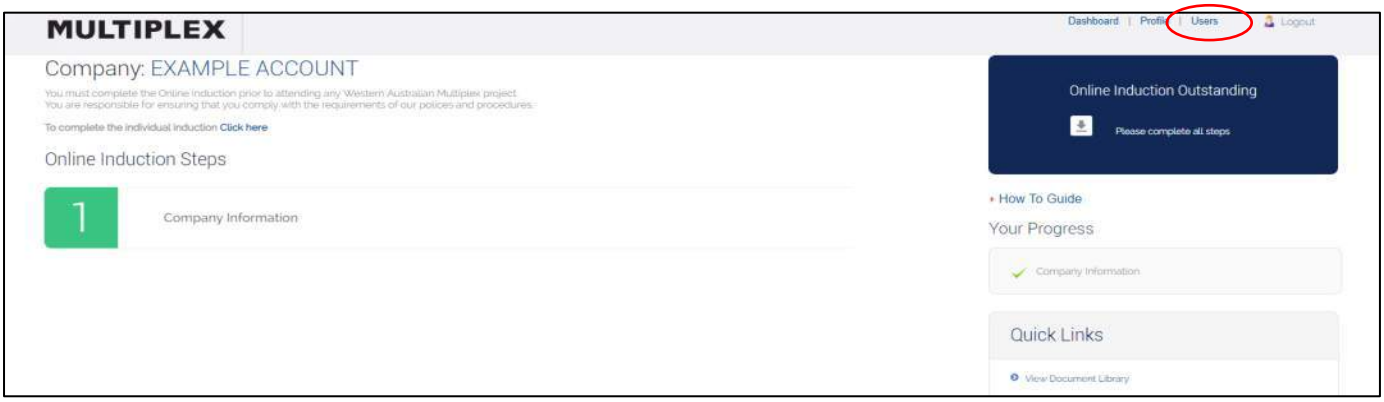
Log in as a company (subcontractor) administrator

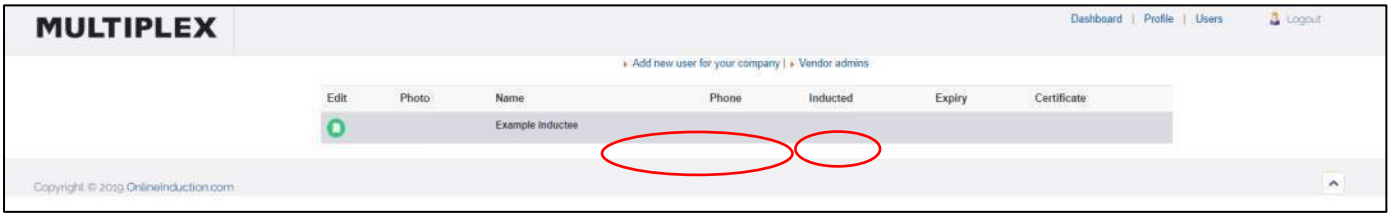
1. Select the required company from the Manage Contracting Companies page (see steps 1-3 above) and click edit pencil.
2. Click 'Auto log in as this user' at the bottom of the company's registration page. This will now log you in as the administrator for the selected company.



3. From this page you can do the following tasks;

- ***VIEW COMPANY USERS*** *– Click 'users' in the top right corner. You will now be able to see a list of the registered users for the company.*
- ***ADD NEW USER OR COMPANY ADMINISTRATOR (VENDOR ADMIN)*** *– click 'add new user for your company' or 'vendor admin'*

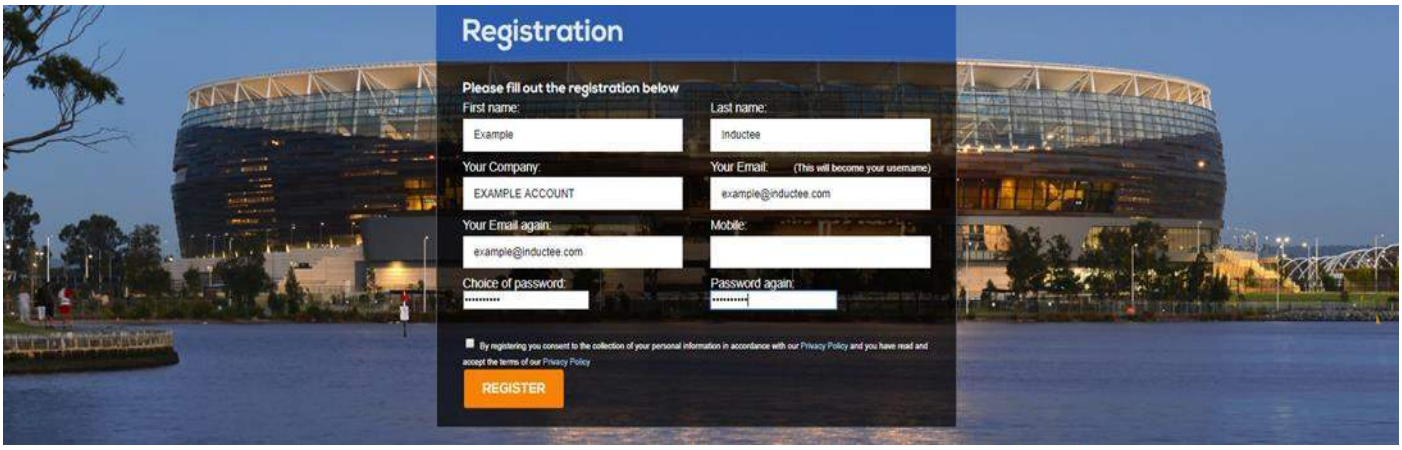




- ***REGISTER THE USER OR ADMINISTRATOR (VENDOR ADMIN)*** *- Enter the user or administrator's First/Last name, email address (this will become their username), mobile and create a password. After clicking 'register', the user will receive an email with their login details and link to the online induction.*

NOTE: If the spelling of the workers name/email address is incorrect, the company administrator will not be able to update the information, only a Multiplex administrator or the user will be able to update these details (see page 9 - Re-issuing user account password and updating personal details).

Tip: Don't forget to log out of the company account once finished.



User blocked from completing online induction

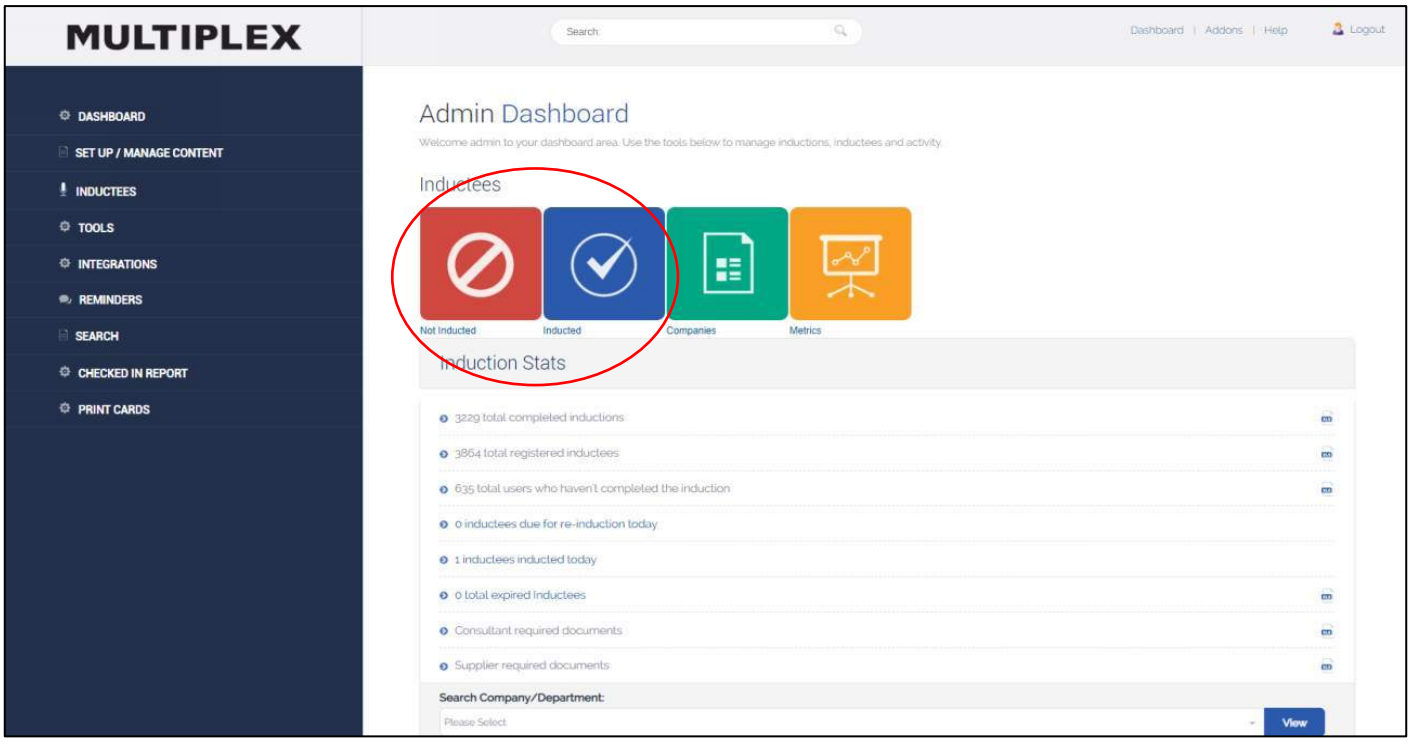
1. User tries to log in and receives a company blocked message.

- Check if the company insurances have expired (follow instructions on page 2)
- If the insurances are in date then the user is blocked due to a system error.
  - Delete the user (follow instructions on page 9 – step 2)
  - Re-register the worker (follow instructions on page 6 – steps 1-4)
  - *Note: When re-registering the user ensure the same username (email address) from the initial registration is used (**follow instructions on page 9 – steps 1-3 to find personal information**). Any information previously uploaded and induction content completed will be retained. By re-registering the user their account is reset.*



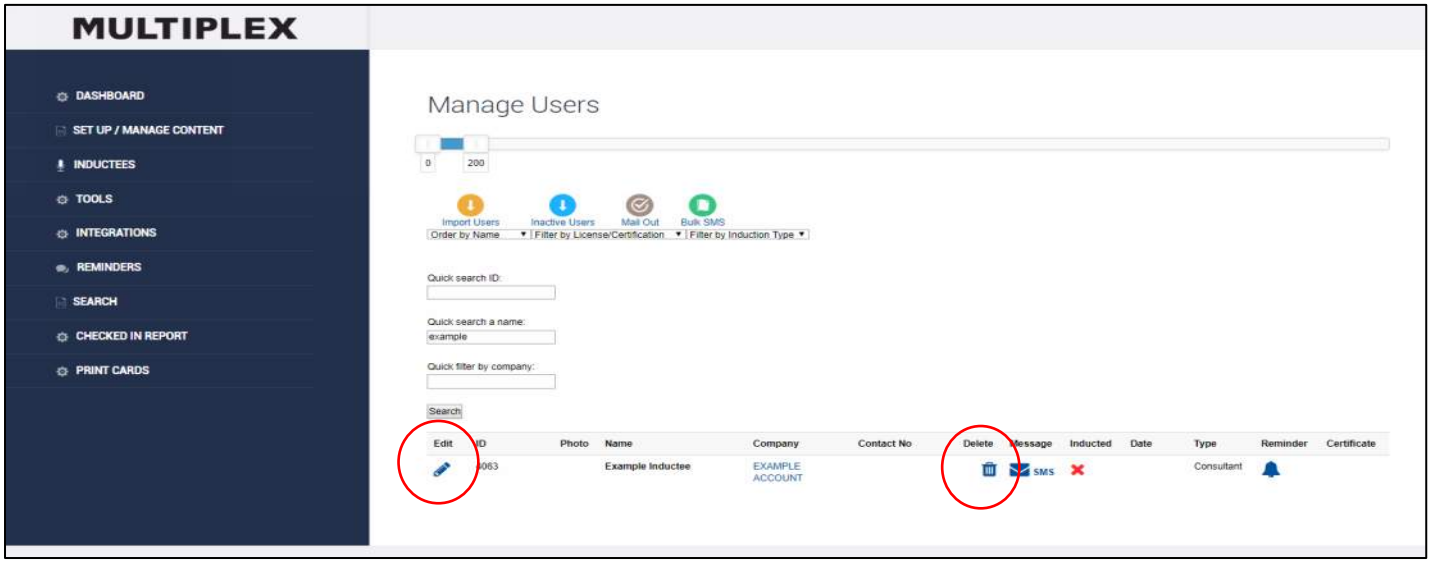
ACCESSING USER PROFILE

1. From your administrator dashboard, click ‘not inducted’ or ‘inducted’ from the dashboard home screen.



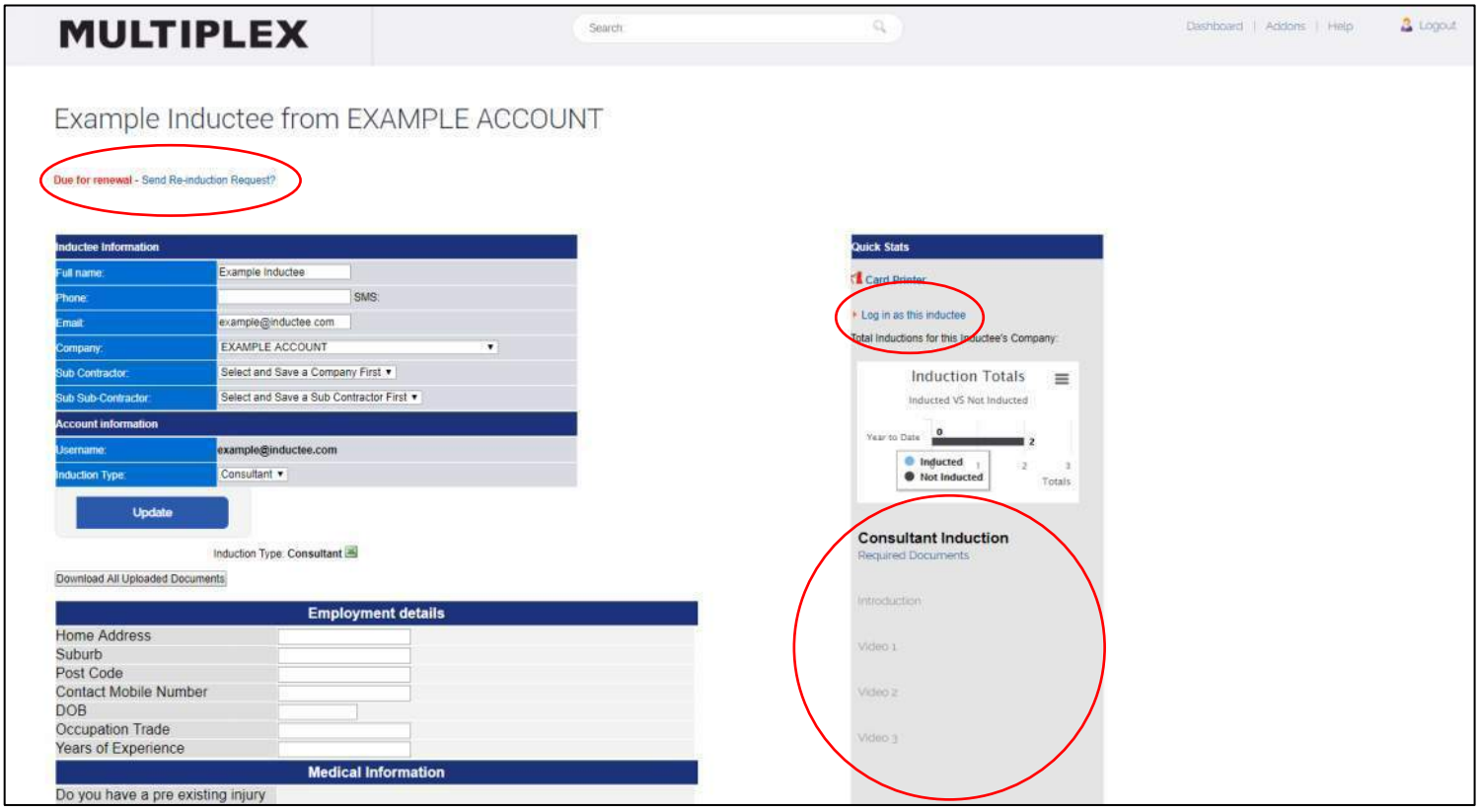
2. MANAGE USERS – From this page you can;
   - ***ACCESS A USER PROFILE*** – *Search for the applicable user, click the pencil icon in the edit column.*
   - ***DELETE USER*** - *From this page, you can also delete a user.*

     NOTE: The ONLY reason to delete an user is if the company have created a duplicate account or if there is a system error (see page 8).

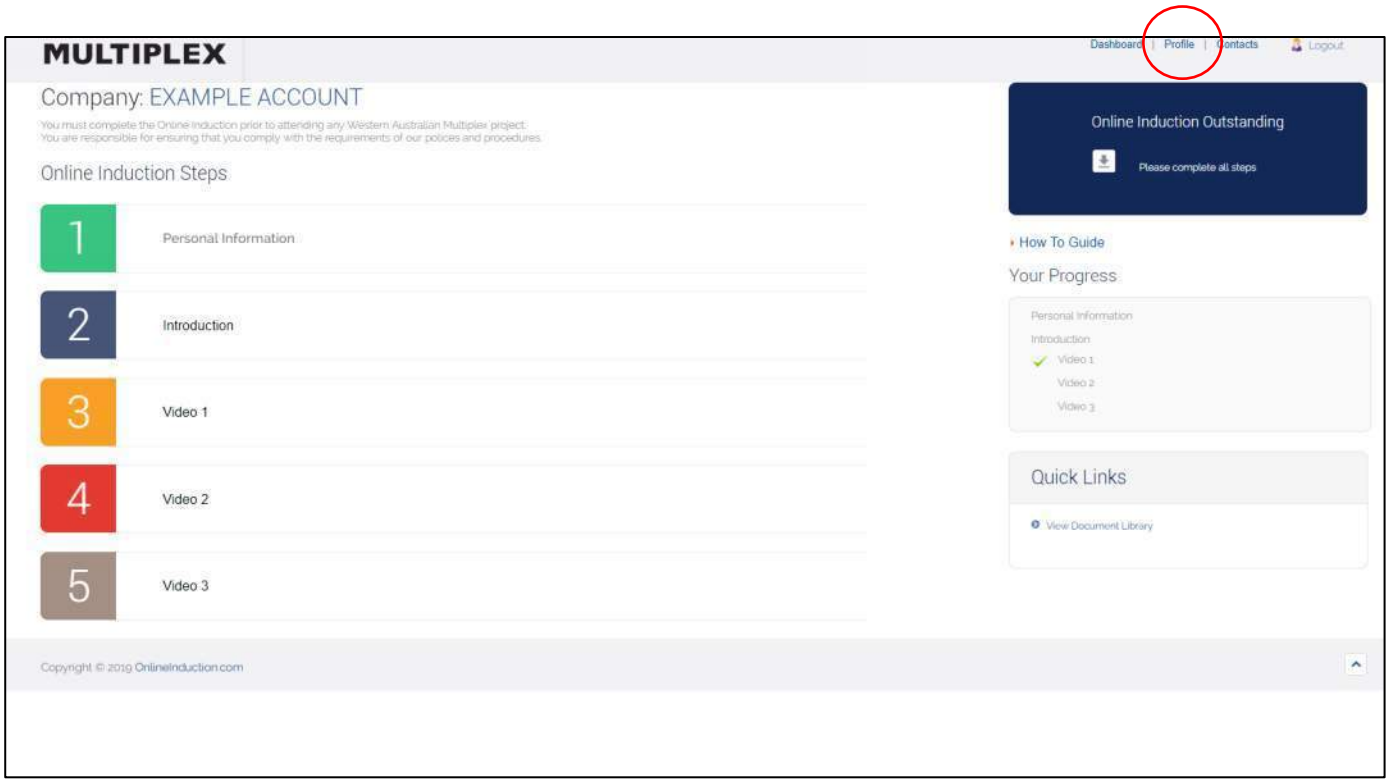


3. Once in the users account the following can be done;

- ***LOG IN AS A USER -*** *From the Quick Stats column on the left, click 'Log in as this inductee' (this page will allow access to update the users login password – jump to page 11 step 4).*
- ***UPDATING PERSONAL DETAILS -*** *From this page (before clicking 'Log in as this inductee') you can update the users personal details – click 'save' at the bottom of the page once completed.*
- ***CHECKING INDUCTION PROGRESS –*** *From the Quick Stats column under 'Consultant Induction' you can check the users progress through the induction. Once each video has been watch and the questions answered correctly, a green tick will appear next to the item.*
- ***RE-ISSUE USER INDUCTION REMINDER EMAIL –*** If the hasn't completed the induction you can issue a reminder email by clicking 'Due for renewal – send re-induction request'. This will send an email to the user requesting for the induction to be completed. Note: The email does not provide the users login details, if the user can't remember their password they will be given the option to reset it or we can issue a new password.

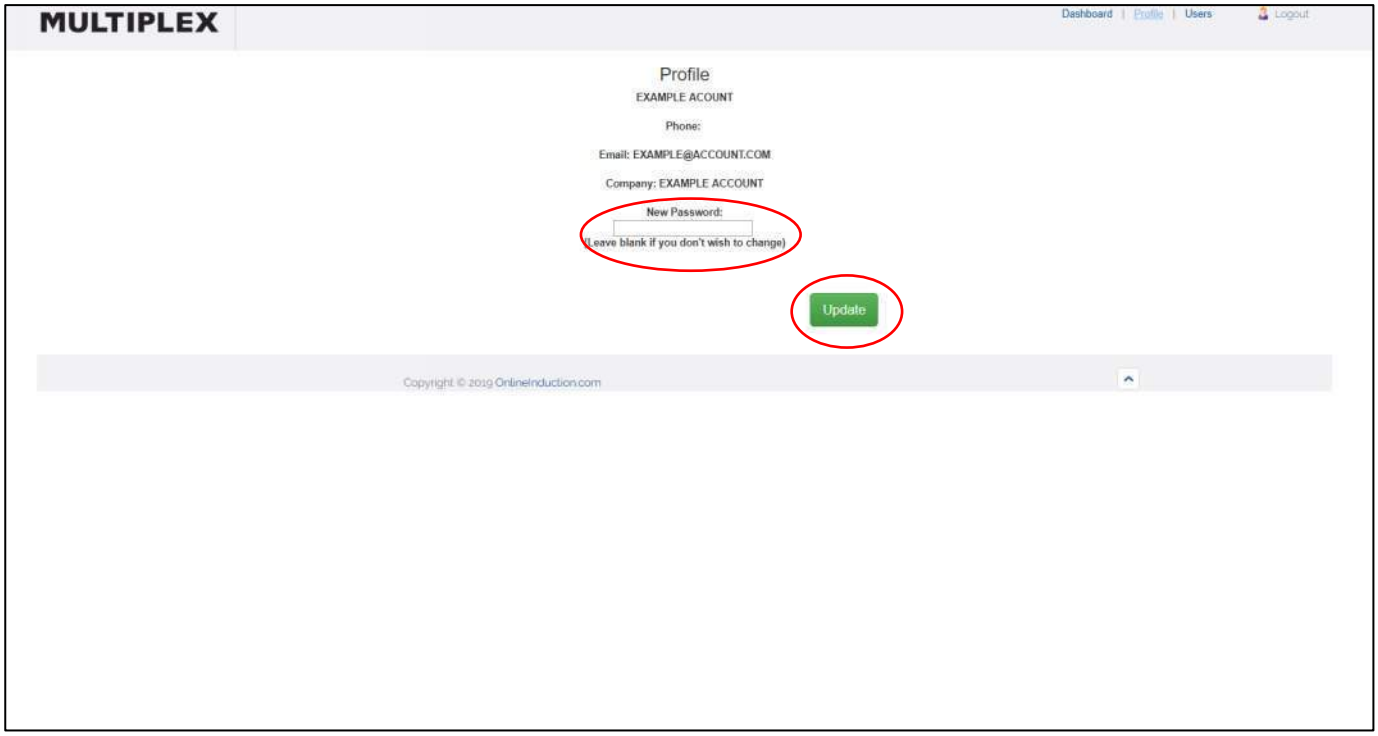


4. To change the users password, click ‘profile’ in the top right corner.



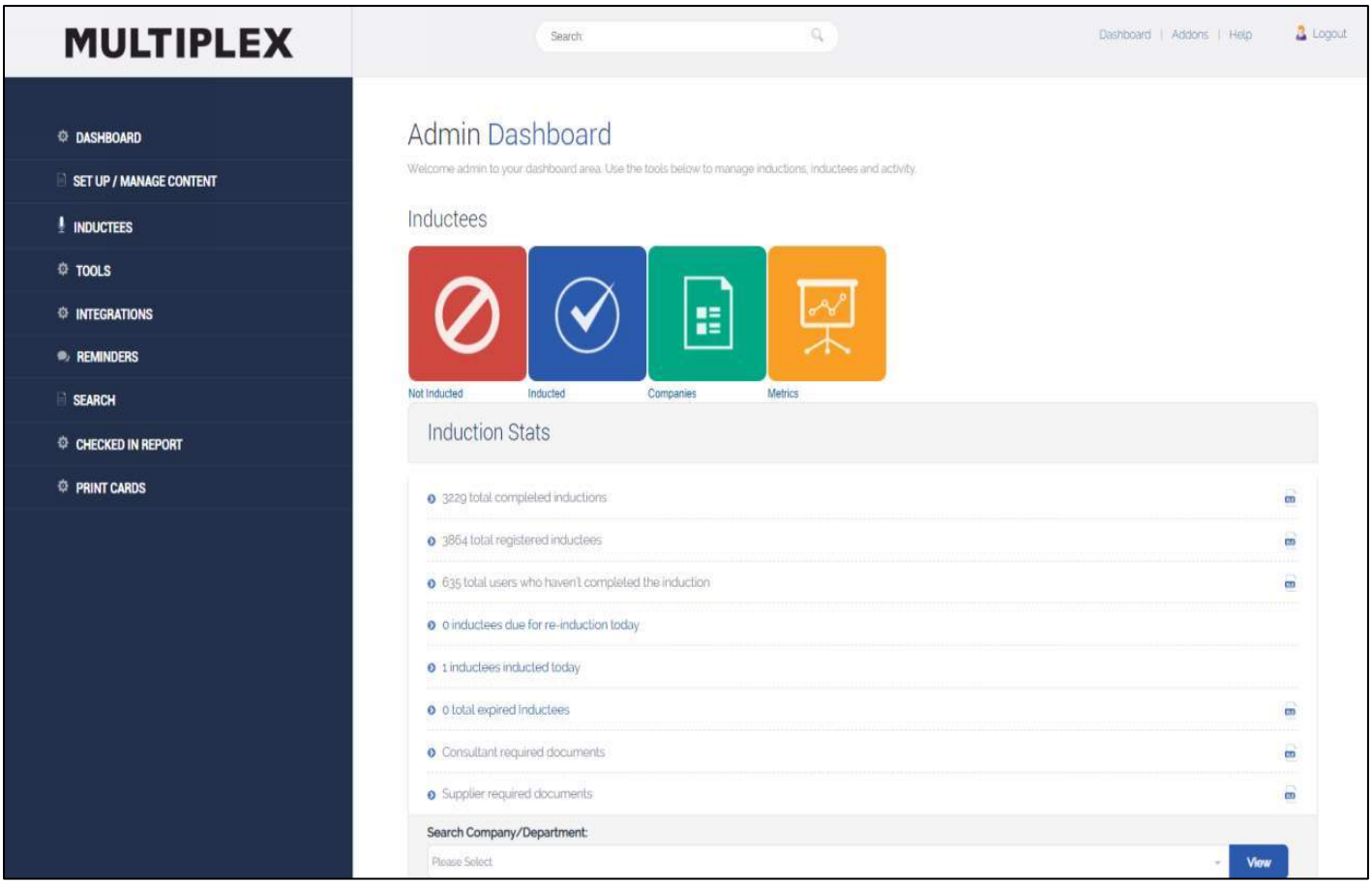
5. Create and enter the new password and click ‘update’. This will send an email to the user with their new login details and link to the online induction.

Note: Don’t forget to log out of the user account.



PRINTING SITE ACCESS CARDS

1. From your administrator dashboard, click 'Print Cards' in the left column.



2. From this page you can do the following;

- ***ENTER USER PROFILE*** *– click pencil icon in 'profile' column*
- ***REVIEW INDUCTION STATUS*** *– the 'Inducted' column will detail;*
    - *Due for Renewal – the user has not completed their online induction*
    - *Black tick – the user has completed their online induction*
- ***BLOCK USER FROM SITE ACCESS*** *– this function will deactivate the users site access card denying them access at the turnstile.*

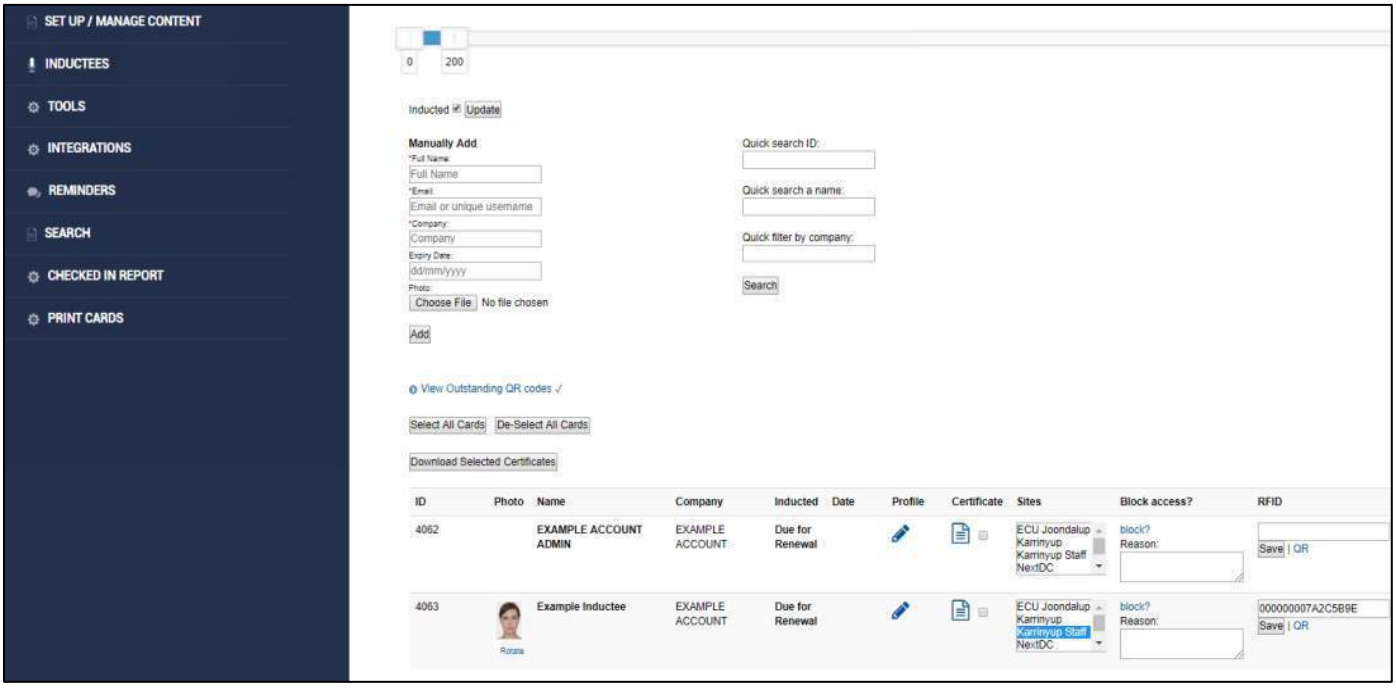
  Note: If the user is onsite when the card is blocked, they will be able to exit through the turnstile but will be denied re-entry.
    - *To block access, first write a reason into the 'reason' box in the 'Block Access' column.*
    - *Then click 'Block?' – you'll be asked to confirm that you want to block the user, click ok.*

- *Once the user is blocked, a red cross will appear in the 'Block Access' column.*



- *To unblock a user, click the red cross. This will automatically unblock the user's site access card.*

- ***PRINT SITE ACCESS CARD*** – click on the document icon in the 'certificate' column
  - Print the access card to your card printer (go to next step for programming site access card)

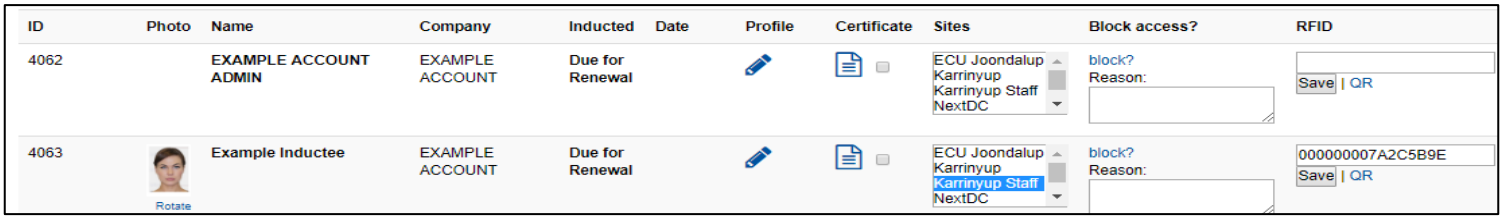


3. *PROGRAMMING SITE ACCESS CARD*

- *Once you have printed the site access card (See previous step), click RFID box. Then scan the card on your WaveID scanner (supplied with your card printer), it will beep and produce a 16-digit code.*
- *Select the applicable project in the 'Sites' column.*

  Note: To select multiple sites, hold ctrl and click each site
- *Click 'Save' to save the site and RFID code.*

  Note: The access card will take approx. 30 seconds to activate, and then it will be ready for use at the turnstile.



SITE ACCESS CARD NOT WORKING AT TURNSTILE

Site access cards not scanning the worker in at the turnstile can be due to the following reasons;

- GateMate (software that runs the turnstile) – refer to Accessing Turnstile Software (GateMate) below.
- Access cards is not assigned to the correct project – refer to step 3. Programming Site Access Card pg 14
- Access card needs to be re-generated (this re-configures the card) - refer to step 1. Printing Site Access Cards. Click Re-Generate under the RFID number and click save.



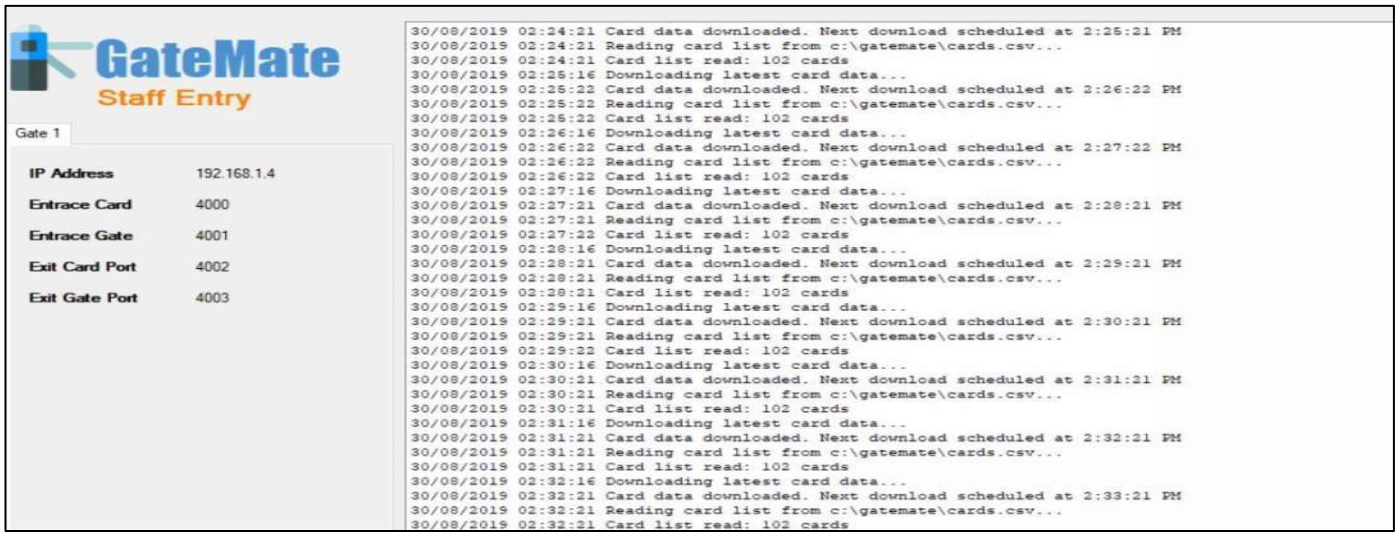
Note: Access cards can be re-generated without physically having the card.

- If all the above fail to correct the issue a new card is required.

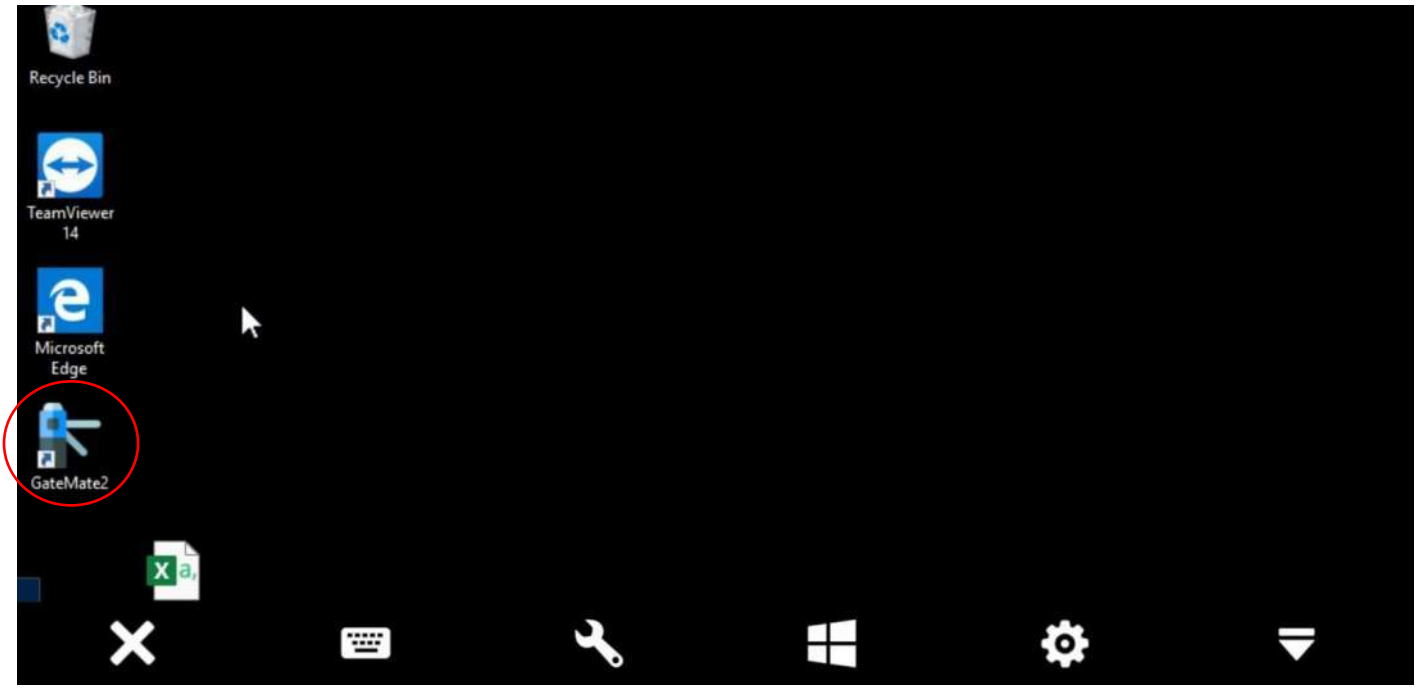
Accessing Turnstile Software (GateMate)

If the turnstiles are not working, the GateMate software needs to be checked. This can be done by remotely accessing the computer attached to the turnstile by using TeamViewer (request from Multiplex IT or contact Naomi Parker / Joe Dziadulewicz).

1. Log into TeamViewer using the correct login details for your project and specific turnstile.
2. For the turnstiles to function, GateMate must be open. If GateMate is already open, exit out then re-open the software. This will re-set the turnstile.



3. Re-opening GateMate – Click the GateMate icon on the desktop (while still logged into TeamViewer). GateMate will then download new data automatically. If the turnstile still does not function correctly, please contact the provider.



MULTIPLEX

ONLINE INDUCTION – SUBCONTRACTOR ADMIN GUIDE

08 November 2023
Revision 5
WA HSE IND DOC 512

Multiplex Constructions Pty Limited

Brookfield Place Tower 2
Level 1 , 123 St Georges Terrace
Perth WA 6000

multiplex.global

CONTENTS

1. Company Registration Website 3
2. Company / Account Administrator Registration 3
3. User Registration 4
4. Adding an additional company account administrator 5
5. Registering an administrator to complete the online induction 5
6. Completing the online induction 6
7. Certificate of completion 6
8. Checking user documentation 7
9. Re-inducting a user 8
10. How to remove a user from our company profile 8
11. Updating subcontractor insurances 8
12. Appendix 01 – WHS r.317 Duty to ensure worker has been trained 10

1. Company Registration Website

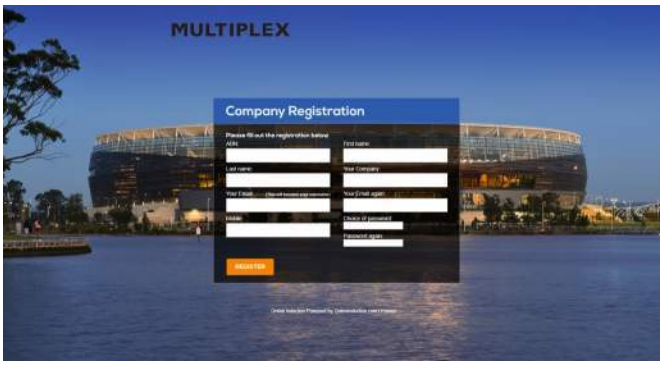
To register your company, log on to the Multiplex portal to register your company at https://www.onlineinduction.com/multiplex/registercompany.php

2. Company / Account Administrator Registration

You will be required to enter your details as the nominated account administrator for the company. This includes your

- ABN
- Administrator first and last name
- Company name
- Email
- Phone number (either mobile or landline can be entered), and
- Your password (as the administrator).

Note: your email will become your username. You are able to add more account administrators if required.



On completion, you will be redirected to the next page where you will be required to enter and upload any relevant company details. These are such as

- Company Address
- Postal Address
- Insurances (Workers Compensation & Public Liability are mandatory)
- ATTENTION: Upon completion you must email inductions@multiplex.global requesting company approval

Multiplex will then verify the information entered.

- Where no issues are identified your registration will be accepted.
- Where issues are identified, a return email will be forwarded to you requesting you review the information and resubmit.

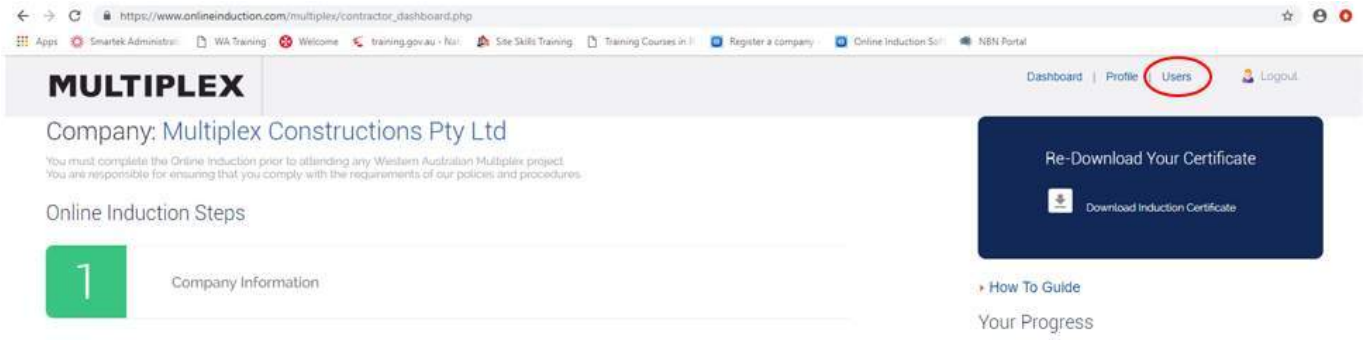
Once accepted the account administrator will be able to register users (employees) on behalf of their company and also upload user's documents. This process is detailed under steps 3 and 4.

3. User Registration

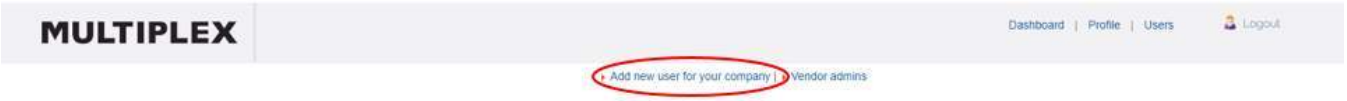
A user can be registered for the induction by a company account administrator. The process for adding an account administrator is detailed under step 4.

To add a new user, you must follow the below steps.

- Log in to the portal https://www.onlineinduction.com/multiplex/
- Click on the 'Users' button on the top right-hand side of the window.

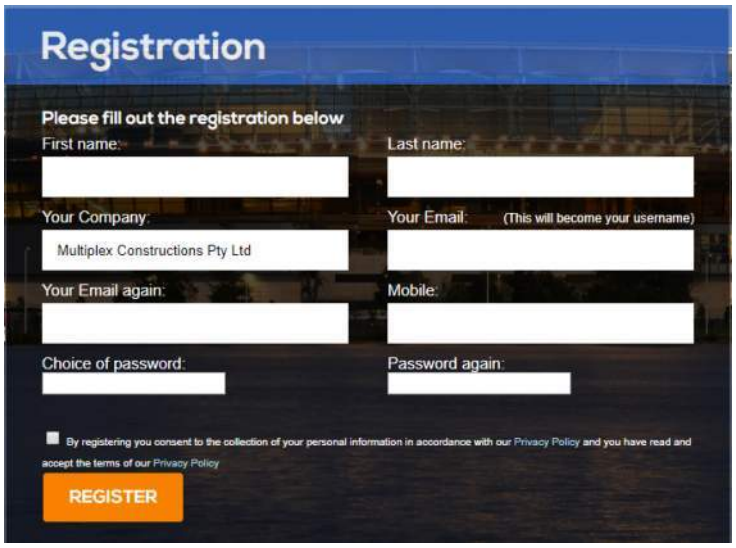


- Click on the 'Add new user for your company' button.



- Fill out the registration details for the new user including:
  - Name
  - Email (of the new user)
  - Mobile
  - Password

NOTE: Incorrect spelling can only be changed by the user or Multiplex administrator.



4. Adding an additional company account administrator

- Click ‘Users’ & ‘Vendor Admins’



- Click ‘Add new administrator for your company’
- Fill out the registration details for the new account administrator including:
  - Name
  - Company
  - Email (this will become the username – does not have to be an email address)
  - Mobile
  - Password

  NOTE: If the account administrator already has a personal induction account, the new username will need to be different from their existing account.

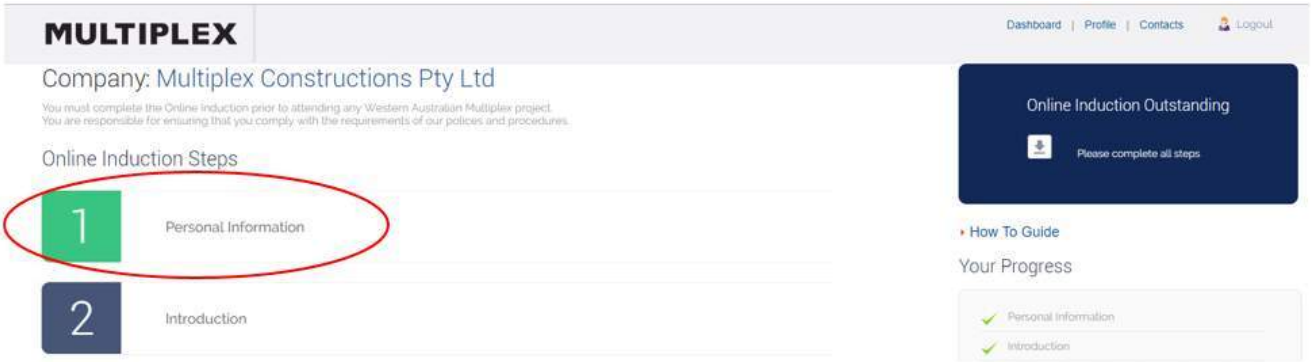
5. Registering an administrator to complete the online induction

If the account administrator is required to complete the online induction, they must also be entered in the ‘USERS’ section. Please ensure when selecting your username it is different from your administration login details (note: the section named ‘email’ will become your username – you do not have to enter an email address, you can create any username).

You will now be able to login to complete your personal online induction.

6. Completing the online induction

Upon completion of the users profile, the user will receive an email notification, which notifies them to log into the system and complete the following under the “Personal Information” tab.



- Employee Details
- Medical Information
- Emergency Contacts
- Photograph (head & shoulder) – mandatory (this will be the site access card ID)
- Relevant Compliances (white card – certificate of completion only valid for 60 days, thereafter a hard copy white card will need to be uploaded as proof of completion) – mandatory
- Proof of Identification (driver’s license, passport etc.) – mandatory

The user will then be able to complete their Multiplex General Safety Online Induction.

NOTE:

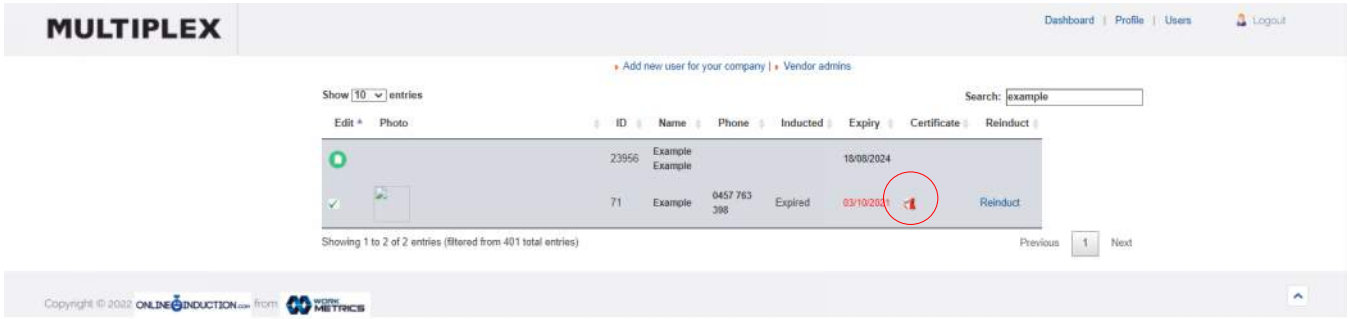
» *Users can change their details if required.*

» *Subcontractor administrators are responsible for checking the correct information is uploaded by the user. This process is detailed in step 8.*

7. Certificate of completion

On completion of the Multiplex General Safety Online induction, the user will receive a Certificate of Completion via email.

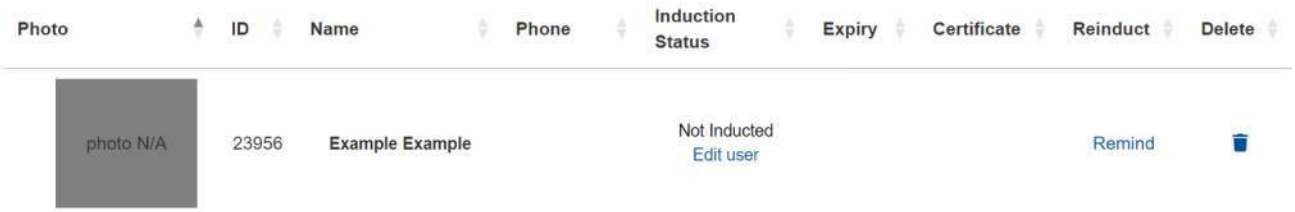
The subcontractor administrator can download the certificate my clicking the certificate icon on in the users tab.



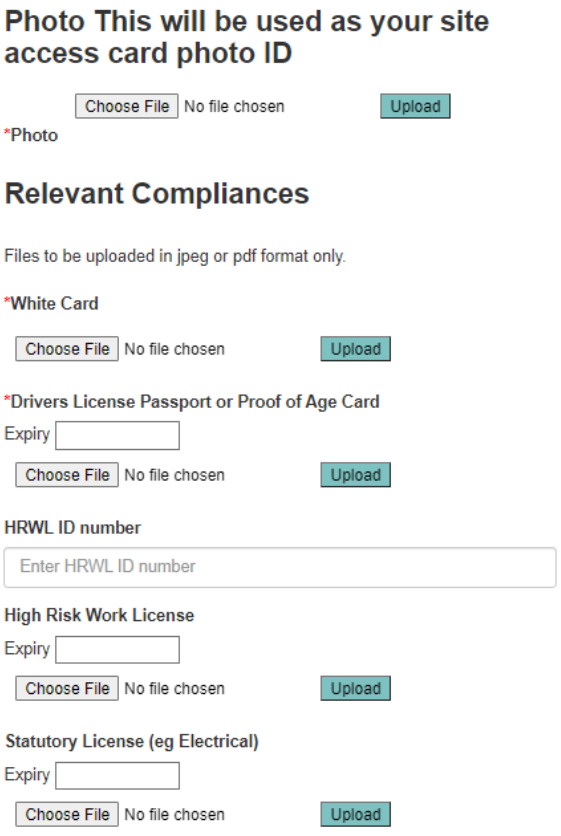
8. Checking user documentation

The subcontractor account administrator is responsible for checking the user has uploaded the correct documentation and information to their induction profile prior to requesting a site induction.

- From the user's tab, select the edit icon next to the user's name.



- Check the user has entered their employment details, medical information and emergency contacts.
- Photo – must be a head and shoulders photo for use on the users site access card.
- Relevant Compliances
  - White card (mandatory – certificate of completion only valid for 60 days, thereafter a hard copy white card will need to be uploaded as proof of completion)
  - Ensure the recency of working in the construction industry question has been answered (Refer to Appendix 01)
  - Driver's license, passport, proof of ID is current (mandatory)
  - Relevant trade licenses are current – HRWL, electrical, plumbing etc.



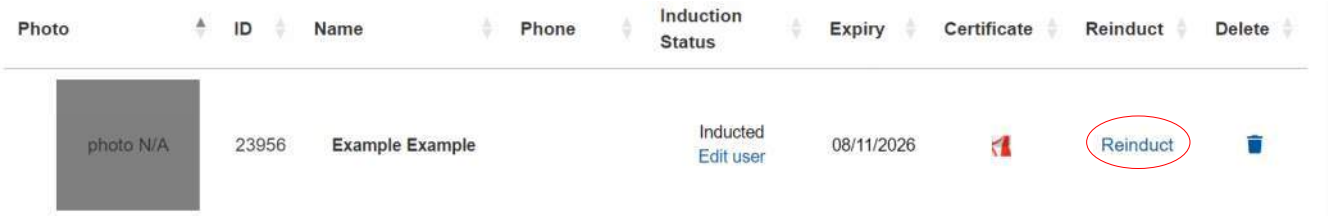
Note: The subcontractor administrator will be able to update all of the user's details except for the name and email address. Contact inductions@multiplex.global if these details need amending.

9. Re-inducting a user

The online induction is valid for 3 years from date of initial completion. When the induction expiry is nearing, the system will automatically issue a link via email to the user and company administrator. The user must complete the induction via this link.

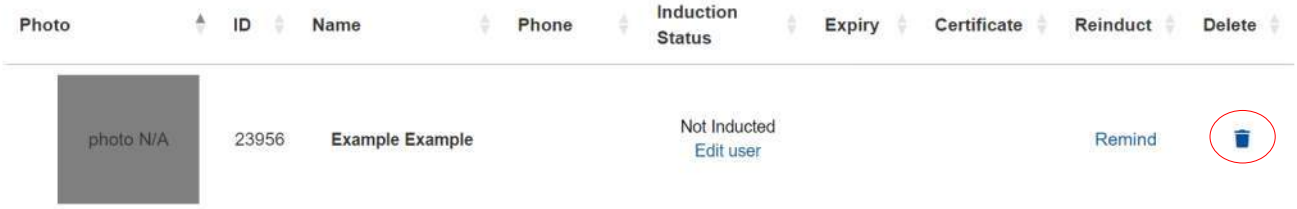
From the users tab, the subcontractor account administrator can issue the user with the re-induction link by following these steps.

- The users expiry date will turn red once expired.
- Click re-induct – this will issue the user with the new induction link. *Note: Make sure the users email address is correct. The process is detailed in step 8.*



10. How to remove a user from our company profile

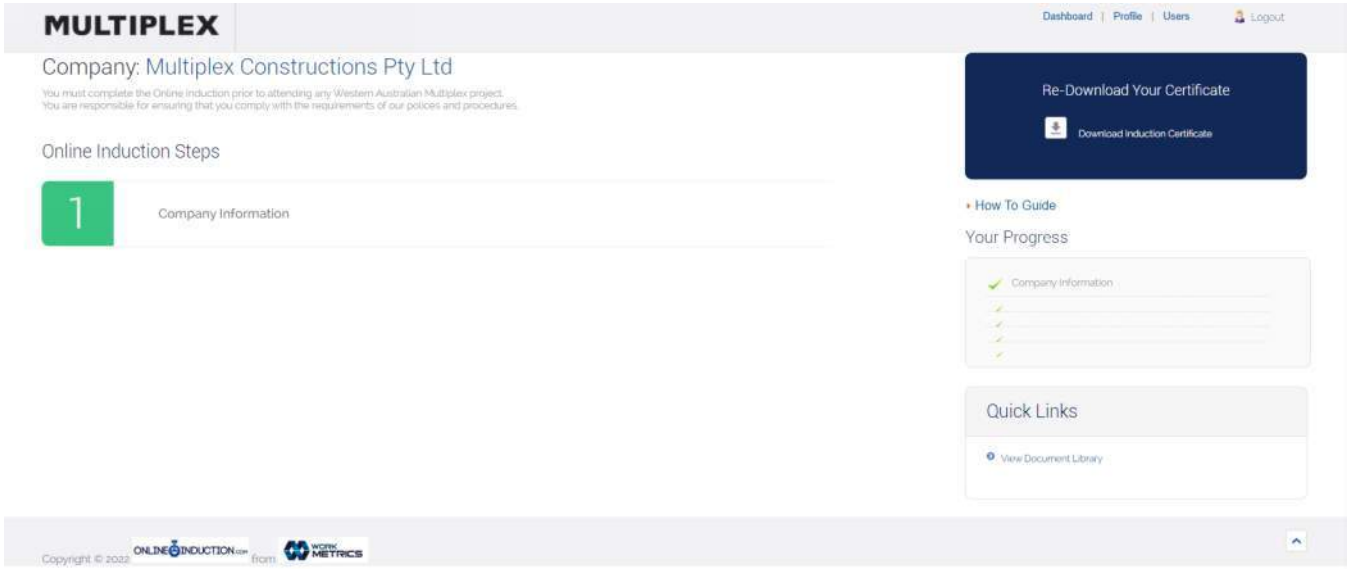
Under "users", press the delete icon next to the relevant users name. Once deleted, the user will be archived in the Multiplex system & will no longer show as a user under your company profile.

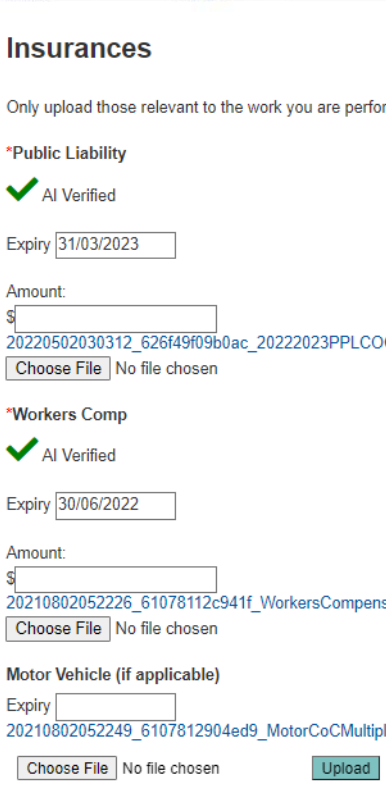


11. Updating subcontractor insurances

The subcontractor administration will be issued an auto generated email when the insurances are nearing expiry. To update the insurances follow these steps.

- From the main dashboard, click company information.
- Update insurances as required (workers compensation & public liability are mandatory). The system will automatically verify the insurance certificates uploaded, if the system states verification pending please email inductions@multiplex.global for approval. Note – when uploading the company insurance certificates, the system wont allow special characters in the title (Example – 110123 WC MPX)





If you are experiencing issues with the above information, please contact inductions@multiplex.global or your project HSE team.

12. Appendix 01 – WHS r.317 Duty to ensure worker has been trained

MULTIPLEX

WESTERN AUSTRALIA
SAFETY MEMORANDUM
WA HSE COM TEM 732

WORK HEALTH AND SAFETY (WHS) r.317 DUTY TO ENSURE WORKER HAS BEEN TRAINED

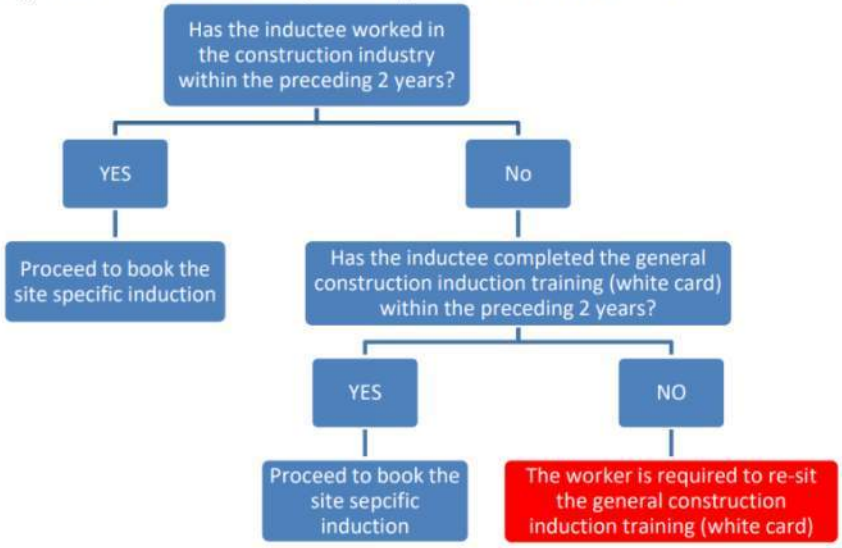
Regulation 317 of the WHS (General) Regulations 2022 requires a Person Conducting a Business or Undertaking (PCBU) not to direct or allow a worker to carry out construction work unless –

(a) the worker has successfully completed general construction induction training (i.e., white card); and
(b) if the worker completed the training more than 2 years previously — the worker has carried out construction work in the preceding 2 years.

Due to this WHS regulatory requirement, workers completing the Multiplex general online induction will be required to disclose whether or not they have carried out construction work in the preceding 2 years. Workers will simply answer a mandatory question YES or NO (as below) to proceed with their site-specific induction.



The following table will assist in determining if a site-specific induction can be booked.



The worker is responsible for ensuring the question field is answered honestly and is updated on their online induction profile (for workers who have already completed their online induction).

For new workers, this is now a mandatory field to be completed prior to proceeding with their online induction.

Upon requesting a site-specific induction, the subcontractor administrator shall ensure the worker has completed all applicable online induction fields. Please contact induction@multiplex.global if assistance is required in navigating this information.

For further information please contact your project HSE Advisor or HSEQ Administrator.

Darren Ridley
Regional HSEQ Manager
18 April 2023

Joe Dziadulewicz
HSE Manager

FREQUENTLY ASKED QUESTIONS

1. **Why is the General Safety Induction online now?**

   The general safety induction – online aims to:

   - Consolidate the generic health, safety, and environmental induction information.
   - Enable consistent and flexible delivery to the MPX workforce in Western Australia via an online platform whilst maintaining compliance with legal and other requirements.
   - Allow the site-specific induction to focus on the essential site information.

2. **Do I need to complete the online induction to work on Multiplex WA projects?**

   Yes, you must have a valid online induction certificate to register for a site-specific induction and (after site-specific induction) to gain access to a Multiplex WA project where you have not yet been inducted.

3. **How do I complete the online induction?**

   You can complete the general induction online on a desktop or laptop computer or a mobile device. Inductions must be undertaken no more than 28 days prior to a new starter arriving onto site.

   The induction website address is https://www.onlineinduction.com/multiplex/.

   An induction user guide is available for your reference (to access refer to FAQ 8). For further guidance you can email inductions@multiplex.global.

4. **Once I have completed the online induction, how long is it valid for?**

   The online induction is valid for a period of 3 years.

5. **What happens when my online induction expires?**

   You will be required to undertake the general induction again.

6. **Will I be notified before my online induction expires?**

   Yes, you will be notified via the email address you supplied before the expiry date shown on your certificate (provided your email address is current). If you are a subcontractor admin, you will also receive notification of worker/user online induction expiry.

7. **How long will it take to complete the online induction?**

   The online induction will you take approximately 30 – 45 minutes to complete.

8. **Is there a user guide I can follow?**

   Yes. The user guide can be found on the Dashboard of the user page in the Multiplex portal.



9. Can someone else complete the online induction for me?

No, you are required to complete the online induction yourself. If it is identified that a person other than yourself has completed the online induction the record of induction will be cancelled.

10. Must I complete the induction all at once?

No, you can stop the online induction at any time and your progress will be saved. For any forms or document uploads you will need to submit the page you are on before stopping.

11. Do I need to complete all tasks in the online induction program?

Yes, all the required tasks must be completed.

12. Do I have to answer all questions correctly?

Yes, questions will be asked until they are answered correctly.

13. Can I change/personalise my password?

Yes, you can. Simply log onto the portal and clicking “Profile” in the top far right corner of the screen. You will then be prompted to enter a new password.



14. What if I forget my password?

During login, if you have forgotten your password, click “forgot password” and you will be asked to enter your email and it will be re-sent to you.

15. What if I can’t complete the induction online or can’t access the internet?

Your company administrator will contact Multiplex to discuss alternate arrangements to complete the online induction.

~~Please call 08 9483 0899 and they will organise for the induction to either be completed face to face OR using a desktop computer on a Multiplex WA project.~~

16. Will I still need to complete an induction on site?

Yes, a site-specific induction will still be required. The site-specific induction provides you with important information about the project.

17. Will my personal details be given to anyone else?

No, all details given are confidential and will not be given to any third party unless required by a law.

18. What is the best internet browser to use to complete the induction on?

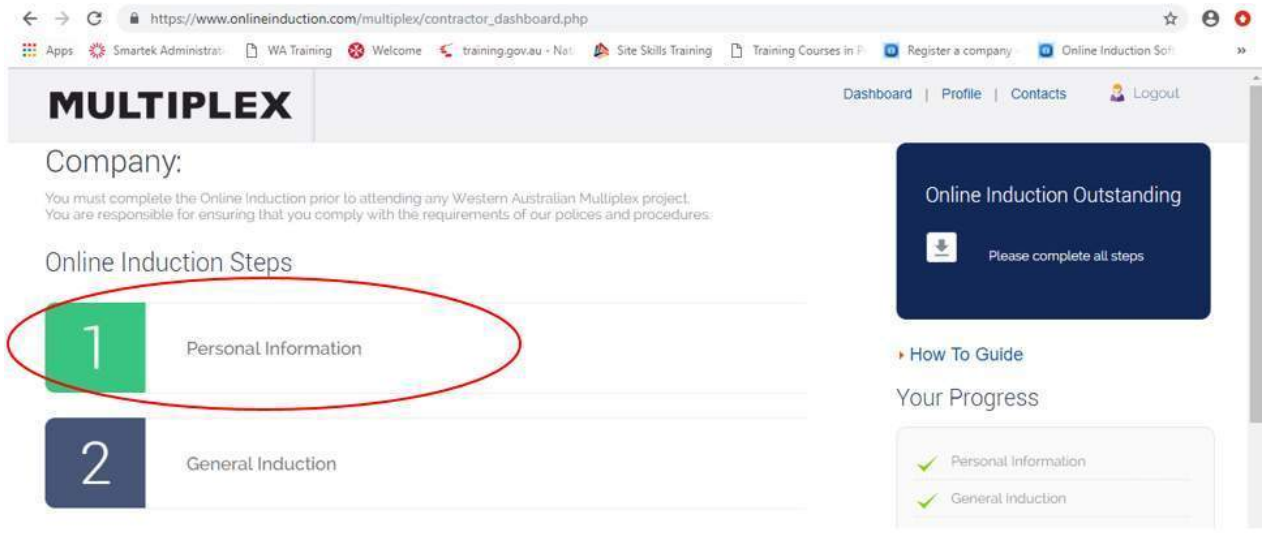
We would recommend using Google Chrome. To download, follow link here: https://www.google.com/chrome/

19. What happens if I change company?

Your new companies administrator will need to email inductions@multiplex.global to change your profile over to your new company.

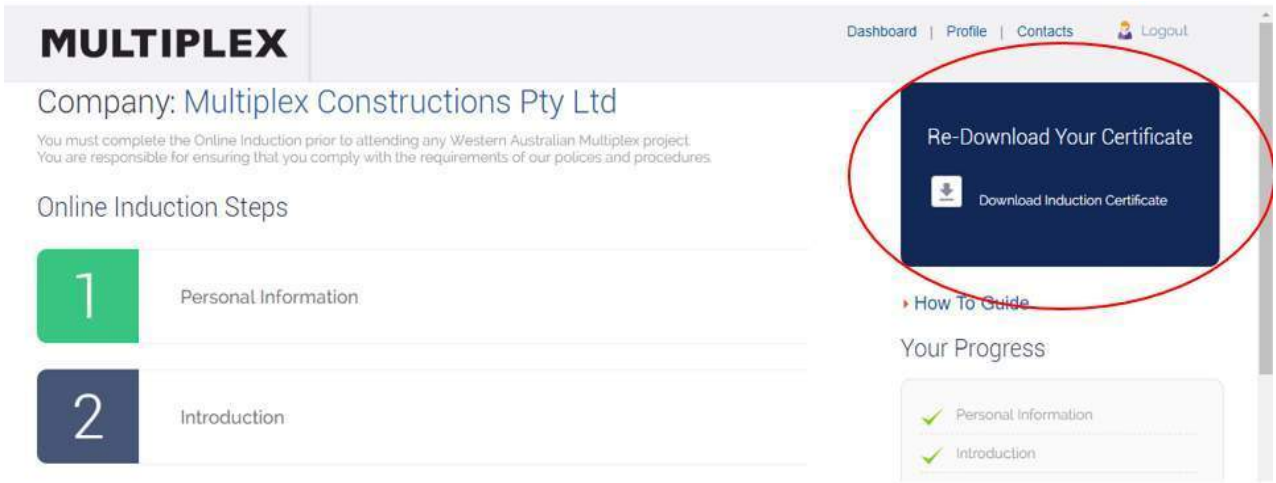
20. What happens if my personal information changes?

Please log into the portal and click on the 'Personal Information' tab. Here you can edit or update any of your personal information in the system. Alternatively, your companies' online induction account administrator can action on your behalf.



21. What happens if I lose my online induction certificate?

Please log in to your account and click on the large blue square (top right of the screen) 'Re-download your certificate' button where you will find a copy of your induction certificate. Alternatively locate the email containing your certificate, which was sent to you after the induction was completed.



22. What if a person requires assistance with the induction due to their language, literacy, numeracy (LLN) skills?

Where it is identified that a person requires assistance with the induction due to their language, literacy, numeracy (LLN) skills, their employer needs to contact inductions@multiplex.global for assistance.

23. Once the user has completed the online induction, how do I book in for a site-specific induction for my company?

As the companies' online induction administrator, you will need to send the Multiplex booking request form included with the users certificate number to inductions@multiplex.global by 1pm the day prior to the date required (inductions wont be processed over the weekend, for a Monday induction, submit by 1pm Friday). Once the worker is booked, a confirmation email will be sent from inductions@multiplex.global detailing the project specific induction information.

24. As a company administrator, how do I remove a user from the company profile?

Under "users", press the delete icon next to the relevant users name. Once deleted, the user will be archived in the Multiplex system & will no longer show as a user under your company profile.

25. As a company administrator, if the "add new user to the company" button is no longer available, what do I do?

Check that your Public Liability and Workers Compensation Insurances are in date, if they are expired upload current Insurances and contact inductions@multiplex.global for company re-approval. Note – when uploading the company insurance certificates, the system wont allow special characters in the title (Example – 110123 WC MPX)

If you have any further questions that were not addressed, please contact 08 9483 0899 or send an email to inductions@multiplex.global.

Appendix 8 – Project Induction Request Form

MULTIPLEX

PROJECT INDUCTION REQUEST

WA HSE IND FRM 501

THIS FORM MUST BE COMPLETED CORRECTLY FOR AN INDUCTION TO BE BOOKED & CONFIRMED

INSTRUCTIONS FOR REQUESTING INDUCTION

1. Complete request form below
2. Email this form to Inductions@multiplex.global before 1.00 pm the day prior to the required date (Friday for a Monday induction).

COMPANY REQUESTING INDUCTION						
SUBCONTRACTOR NAME:		PROJECT:				
INDUCTEES DETAILS						
DATE INDUCTION REQUIRED	PARTICIPANT NAME	SUBCONTRACTOR	SECONDARY SUBCONTRACTOR	OCCUPATION	ONLINE INDUCTION CERTIFICATE NUMBER (MANDATORY)	INTERPRETER REQUIRED (Y/N)

Once booked, a confirmation email will be sent to the person making the request stating, who is booked, the date they are booked in, which project they are booked in for, what time the site induction starts, any parking arrangements and site map of how to get to the induction room.

CONFIRMATION MUST BE SUPPLIED TO THE PARTICIPANT

Appendix 9 – Mobile Plant Inspection Checklist Templates

MULTIPLEX

CONCRETE PLACEMENT EQUIPMENT

PLANT DETAILS		PLANT TYPE (circle)
Project:		
Subcontractor:		
Plant Owner:		
Make:		
Model:		
Serial Number:		
Registration Number:		Satellite Placing Boom (SPB)
Plant ID Number:		
MPX Plant Registration #		

DOCUMENTATION REQUIREMENTS	✓ or N/A
Plant Risk Assessment	
Daily Pre-Start Logbook	
Proof of Current Service	
Plant Operator's Manual	
Authority Registration Certificate (mobile & SPB)	
Pipe thickness test results	
SPB - Engineering for base / foundation	
SPB - Competent person sign off (assembly / installation)	

Static Concrete Pump



Mobile Concrete Pump

VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A
WARNING SIGNS & DEVICES					
Danger and / or keep clear signage		Motion alarms / Horn		UHF radio	
Flashing light		Fire extinguisher		Rear view mirrors	
Brakes / park brakes		Handrails / steps		Hopper gate fitted	
CAB					
Cleanliness		Instruments & labelling		Windows / wipers / washers	
Levers		Controls		Electrical wiring (no visual signs of damage)	
EXTERNAL BODY		**HYDRAULICS**		**OUTRIGGERS (mobile only)**	
Exhaust		Rams		Outriggers and rams operational	
Engine Guarding		Hoses		Steel or timber pads	
Tyres / wheels (inflated, free from wear and tear)		Connections (check for excessive wear, leaks and creep)		Slew radius / barricading for around outriggers	
BOOM				**TOWER (static placing boom only)**	
Pivots		Lifting points identified / correct slings		Couplings fitted correctly	
Connecting rods		Electrics tagged		Safe ladder access (i.e. cages/guards)	
Safety pins (no excessive wear)		Secure walking / access platform		Pipeline inspected, adequately restrained	
				Tower fixed securely	

SUBCONTRACTOR REPRESENTATIVE ACKNOWLEDGES THE FOLLOWING	TICK ✓
Operators must produce high risk work licence on request, Record must be available on site at all times.	
Plant operator is responsible for conducting and recording daily prestart inspections	
Prestart and maintenance records are subject to audit at any time and must be available on site at all times	
All records associated with the plant must be legible and written in English	

INSPECTION BY SUBCONTRACTOR	Name:	Signature:	Date:
MPX PLANT REGISTRATION ISSUED	Name:	Signature:	Date:

Important Note: The supplier/subcontractor is responsible and liable for providing a competent person to complete the plant inspection using the criteria on this checklist. The supplier/subcontractor is responsible for ensuring that the plant conforms to any regulation or standard and is operated and maintained in accordance with the manufacturer's specifications. Multiplex will verify this plant inspection checklist has been completed by the supplier/subcontractor prior to registration for use on the site; plant that is not compliant will not be permitted to operate on site at any time until the non-compliance is suitably addressed, at cost to the supplier/subcontractor.

POWERED MOBILE PLANT DETAILS	
Project:	
Subcontractor:	
Plant Owner:	
Make:	
Model:	
Serial Number:	
Registration Number:	
Plant ID Number:	
MPX Plant Registration #	

DOCUMENTATION REQUIREMENTS	✓ or N/A
Plant Risk Assessment	
Daily Pre-Start Log Book	
Proof of Current Service	
Plant Operator's Manual	
12-Month Inspection Record	
10-Year Major Inspection (if ≥10 years)	
Lifting Equipment Register	
Authority Registration Certificate Cranes SWL>10T	

MOBILE PLANT TYPE (circle)



Crawler crane



Mini crawler crane



Mobile crane 4 wheels



Mobile crane 6 wheels



NOT PERMITTED

Articulated non-slewing mobile crane



Truck mounted vehicle loading crane

VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A
WARNING SIGNS & DEVICES					
Danger and / or keep clear signage		Motion alarms / Horn		Seat / seatbelt	
Flashing light / indicators		Fire extinguisher		ROPS to AS 2294	
Brakes / park brakes		Handrails / steps		Rear view mirrors	
UHF radio		Motion limiting device		Rated capacity/radius / load indicator	
STEERING					
Unions		Rods		Connections	
CAB		**EXTERNAL BODY**		**BOOM**	
Cleanliness		Engine guarding		Pivots	
Instruments & labelling		Exhaust		Connecting rods	
Levers / Controls		Wheels, tyres, tracks complete		Safety pins (no excessive wear)	
SWL signage / crane load chart		Drivers (free from leak)		**HYDRAULICS**	
Windows / wipers / washers		Idlers adjusted		Connections (no excessive wear, leaks and creep)	
Pedals		Electrical wiring (no visual damage)		Rams	
Hoist / tail gate control		Stabilisers / outriggers		Hoses	

SUBCONTRACTOR REPRESENTATIVE ACKNOWLEDGES THE FOLLOWING	TICK ✓
Operators must produce high risk work license on request	
Plant operator is responsible for conducting daily prestart inspections	
Prestart and maintenance records are subject to audit at any time and must be available on site at all times	
All records associated with the plant must be legible and written in English	

INSPECTION BY SUBCONTRACTOR	**Name:**	**Signature:**	**Date:**
MPX PLANT REGISTRATION ISSUED	**Name:**	**Signature:**	**Date:**

Important Please Read: The supplier/subcontractor is responsible and liable for providing a competent person to complete the plant inspection using the criteria on this checklist. The supplier/subcontractor is responsible for ensuring that the plant conforms to any regulation or standard and is operated and maintained in accordance with the manufacturer's specifications. Multiplex will verify this plant inspection checklist has been completed by the supplier/subcontractor prior to registration for use on the site; plant that is not compliant will not be permitted to operate on site at any time until the non-compliance is suitably addressed, at cost to the supplier/subcontractor.

POWERED MOBILE PLANT DETAILS	
Project:	
Subcontractor:	
Plant Owner:	
Make:	
Model:	
Serial Number:	
Registration Number:	
Plant ID Number:	
MPX Plant Registration #	

MOBILE PLANT TYPE (circle)	
	
Backhoe	Bull dozer
	
Dump truck	Excavator (Only tracked excavators are permitted to be configured as a crane)
	
Front end loader (not permitted to be configured as a crane)	Fuel truck
	
Skid steer loader	Water truck

DOCUMENTATION REQUIREMENTS	**TICK ✓**
Plant Risk Assessment	
Daily Pre-Start Log Book	
Proof of Current Service	
Plant Operator's Manual	

VISUAL INSPECTION CHECKLIST	**✓ or N/A**	**VISUAL INSPECTION CHECKLIST**	**✓ or N/A**
WARNING SIGNS & DEVICES			
Danger and / or keep clear signage		Motion alarms / Horn	
Flashing light / indicators		Fire extinguisher	
Brakes / park brakes		Handrails / steps	
UHF radio		Seat / seatbelt	
Rear view mirrors		ROPS to AS 2294	
CAB			
Cleanliness		Windows / wipers / washers	
Instruments & labelling		Pedals	
Levers / Controls		Hoist / tail gate control	
EXTERNAL BODY		**HYDRAULICS**	
Exhaust		Connections (no excessive wear) – pivots, rams, rods, hoses	
Engine Guarding		Safety Pins (no excessive wear)	
Wheels/tyres/tracks (no cuts or splits, good tread)		**PLANT CONFIGURED AS A CRANE (Jib & hook attachment)**	
Drivers (free from leak)		SWL displayed	
Idlers adjusted		Crane chart (in cab)	
Stabilisers		Non-return valves	
Towing / travelling hitch		Operator VOC / dogman available	

SUBCONTRACTOR REPRESENTATIVE ACKNOWLEDGES THE FOLLOWING	**TICK ✓**
Operators must produce certificate of competency/licence on request	
Plant operator is responsible for conducting daily prestart inspections	
Prestart and maintenance records are subject to audit at any time and must be available on site at all times	
All records associated with the plant must be legible and written in English	

INSPECTION BY SUBCONTRACTOR	**Name:**	**Signature:**	**Date:**
MPX PLANT REGISTRATION ISSUED	**Name:**	**Signature:**	**Date:**

Important Please Read: The supplier/subcontractor is responsible and liable for providing a competent person to complete the plant inspection using the criteria on this checklist. The supplier/subcontractor is responsible for ensuring that the plant conforms to any regulation or standard and is operated and maintained in accordance with the manufacturer's specifications. Multiplex will verify this plant inspection checklist has been completed by the supplier/subcontractor prior to registration for use on the site; plant that is not compliant will not be permitted to operate on site at any time until the non-compliance is suitably addressed, at cost to the supplier/subcontractor.

GENERIC PLANT INSPECTION

WA HSE INS FRM 824

POWERED MOBILE PLANT DETAILS		Take a photo of the machine and insert here or attach to this checklist
Project		
Subcontractor		
Plant Owner		
Make		
Model		
Serial Number		
Registration		
Plant ID		
MPX Plant Reg. #		

DOCUMENTATION REQUIREMENTS	TICK ✓
Plant Risk Assessment	
Daily Pre-Start Log Book	
Proof of Current Service	
Plant Operator's Manual	
Authority Registration (if not applicable, state N/A)	

VISUAL INSPECTION CHECKLIST	✓ or N/A
CHECKLIST	
Danger and / or keep clear signage	
Flashing light	
Motion alarms / Horn	
Fire Extinguisher	
Moving / rotating parts guarded	
UHF radio	
Operators controls operable, safety devices, marked	
Check for excessive wear on implements / components	
Fuel tank bunded or self bunded	
Lifting points marked and serviceable	
Electrical wiring in good condition tagged, RCD tested and tagged	
SUBCONTRACTOR REPRESENTATIVE ACKNOWLEDGES THE FOLLOWING	**TICK ✓**
Operators must produce certificate of competency/licence on request	
Plant operator is responsible for conducting daily prestart inspections	
Prestart and maintenance records are subject to audit at any time and must be available on site at all times	
All records associated with the plant must be legible and written in English	
COMMENTS	

INSPECTION BY SUBCONTRACTOR	**Name:**	**Signature:**	**Date:**
MPX PLANT REGISTRATION ISSUED	**Name:**	**Signature:**	**Date:**

Important Please Read: The supplier/subcontractor is responsible and liable for providing a competent person to complete the plant inspection using the criteria on this checklist. The supplier/subcontractor is responsible for ensuring that the plant conforms to any regulation or standard and is operated and maintained in accordance with the manufacturer's specifications. Multiplex will verify this plant inspection checklist has been completed by the supplier/subcontractor prior to registration for use on the site; plant that is not compliant will not be permitted to operate on site at any time until the non-compliance is suitably addressed, at cost to the supplier/subcontractor.

POWERED MOBILE PLANT DETAILS	
Project	
Subcontractor	
Plant Owner	
Make	
Model	
Serial Number	
Registration Number	
Plant ID Number	
MPX Plant Registration #	

MOBILE PLANT TYPE (circle)

MEWP / Scissor Lift

MEWP / Boom Lift

DOCUMENTATION REQUIREMENTS	TICK ✓
Plant Risk Assessment	
Daily Pre-Start Log Book	
Proof of Current Service	
Plant Operator's Manual	
3-month / annual inspection certificate	

VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A
WARNING SIGNS & DEVICES			
Danger and / or keep clear signage		Motion alarms / Horn	
Flashing light		Raised and lower alarms	
Brakes / park brakes		Out of level alarm	
RCD's tagged (basket / engine)		Fire extinguisher (fuel powered only)	
Safety harness w/lanyard (EWP / Boom Lift only)		Handrails / steps	
Emergency stop button operational (ground)		Emergency lowering device / controls operational (ground)	
BASKET / PLATFORM			
Cleanliness		Pedals	
Instruments & labelling		Self-closing gate	
Levers / Controls		Secondary protection device fitted (EWP / Boom Lift only)	
Deadman switch (including operating instructions)		Safety harness anchorage point (EWP / Boom Lift only)	
EXTERNAL BODY		**HYDRAULICS**	
Exhaust (fuel powered only)		Pivots	
Engine Guarding		Pivot knuckle bolt tightness	
Outriggers (if applicable)		Rods / Rams / hoses	
Safety prop (under scissor basket)		Slew pin, ring security, bolt tightness and condition / free play	
Tyres / wheels (inflated, free from wear and tear)		Safety pins (no excessive wear)	
Tracks (free from wear and tear)		Connections (check for excessive wear, leaks and creep)	

SUBCONTRACTOR REPRESENTATIVE ACKNOWLEDGES THE FOLLOWING	TICK ✓
Operators must produce certificate of competency/licence on request	
Plant operator is responsible for conducting daily prestart inspections	
Prestart and maintenance records are subject to audit at any time and must be available on site at all times	
All records associated with the plant must be legible and written in English	

INSPECTION BY SUBCONTRACTOR	**Name:**	**Signature:**	**Date:**
MPX PLANT REGISTRATION ISSUED	**Name:**	**Signature:**	**Date:**

Important Please Read: The supplier/subcontractor is responsible and liable for providing a competent person to complete the plant inspection using the criteria on this checklist. The supplier/subcontractor is responsible for ensuring that the plant conforms to any regulation or standard and is operated and maintained in accordance with the manufacturer's specifications. Multiplex will verify this plant inspection checklist has been completed by the supplier/subcontractor prior to registration for use on the site; plant that is not compliant will not be permitted to operate on site at any time until the non-compliance is suitably addressed, at cost to the supplier/subcontractor.

POWERED MOBILE PLANT DETAILS		MOBILE PLANT TYPE (circle)
Project		
Subcontractor		
Plant Owner		
Make		
Model		Electric pallet lifter
Serial Number		
Registration Number		
Plant ID Number		
MPX Plant Registration #		
		Forklift

DOCUMENTATION REQUIREMENTS	TICK ✓	
Plant Risk Assessment		
Daily Pre-Start Log Book		
Proof of Current Service		
Plant Operator's Manual		Telehandler

VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A
WARNING SIGNS & DEVICES					
Danger and / or keep clear signage		Motion / reversing alarm		Rear view mirrors	
Flashing light / indicators		Horn		ROPS to AS 2294	
Brakes / park brakes		Fire extinguisher		UHF radio	
Steps		Handrails		Seat / seatbelt	
CAB					
Cleanliness		Windows / wipers / washers		Operator Controls / Levers	
Instruments & labelling		Pedals		SWL / load chart in cab	
LPG MODELS		**HYDRAULICS**		**IF BEING USED AS A CRANE**	
Equipment pipe connections		Safety pins (no excessive wear)		SWL displayed	
No gas leaks		Pivots / rams / rods		Crane chart (in cab)	
High pressure hose – free from twists		Connections (check for excessive wear, leaks and creep)		Non-return valve	
Lock lever is locked and secured		Hoses		Operator licensed / dogman available	
EXTERNAL BODY		**TINES**		**STEERING**	
Exhaust		Free from cracks / bends		Unions / connections / rods	
Engine Guarding		Safety pin (where applicable)		**MAST**	
Wheels/tyres (no cuts or splits, good tread)		Quick hitch		Free from cracks / bends	

SUBCONTRACTOR REPRESENTATIVE AGREES TO THE FOLLOWING	TICK ✓
Operators must produce certificate of competency/licence on request	
Plant operator is responsible for conducting daily prestart inspections	
Prestart and maintenance records are subject to audit at any time and must be available on site at all times	
All records associated with the plant must be legible and written in English	

INSPECTION BY SUBCONTRACTOR	**Name:**	**Signature:**	**Date:**
MPX PLANT REGISTRATION ISSUED	**Name:**	**Signature:**	**Date:**

Important Please Read: The supplier/subcontractor is responsible and liable for providing a competent person to complete the plant inspection using the criteria on this checklist. The supplier/subcontractor is responsible for ensuring that the plant conforms to any regulation or standard and is operated and maintained in accordance with the manufacturer's specifications. Multiplex will verify this plant inspection checklist has been completed by the supplier/subcontractor prior to registration for use on the site; plant that is not compliant will not be permitted to operate on site at any time until the non-compliance is suitably addressed, at cost to the supplier/subcontractor.

POWERED MOBILE PLANT DETAILS	
Project:	
Subcontractor:	
Plant Owner:	
Make:	
Model:	
Serial Number:	
Registration Number:	
Plant ID Number:	
MPX Plant Registration #	

MOBILE PLANT TYPE (circle)



Drum roller



Grader



Multi tyre roller



Paving Machine



Scraper

DOCUMENTATION REQUIREMENTS	TICK ✓
Plant Risk Assessment	
Daily Pre-Start Log Book	
Proof of Current Service	
Plant Operator's Manual	

VISUAL INSPECTION CHECKLIST	✓ or N/A	VISUAL INSPECTION CHECKLIST	✓ or N/A
WARNING SIGNS & DEVICES			
Danger and / or keep clear signage		Motion alarms / Horn	
Safe working limit on batters signage		Fire extinguisher	
Flashing light / indicators		Handrails / steps	
Brakes / park brakes		Seat / seatbelt	
UHF radio		ROPS to AS 2294	
Rear view mirrors			
CAB			
Cleanliness		Windows / wipers / washers	
Instruments & labelling		Pedals	
Levers / Controls		Hoist / tail gate control	
HYDRAULICS			
Safety Pins (no excessive wear)		Connections (check for excessive wear, leaks and creep)	
Pivots / rams / rods		Hoses	
EXTERNAL BODY		**STEERING**	
Exhaust		Unions	
Engine Guarding		Connections	
Drive Guards		Rods	
Wheels/tyres/tracks (no cuts or splits, good tread)			

SUBCONTRACTOR REPRESENTATIVE ACKNOWLEDGES THE FOLLOWING	TICK ✓
Operators must produce certificate of competency/licence on request	
Plant operator is responsible for conducting daily prestart inspections	
Prestart and maintenance records are subject to audit at any time and must be available on site at all times	
All records associated with the plant must be legible and written in English	

INSPECTION BY SUBCONTRACTOR	**Name:**	**Signature:**	**Date:**
MPX PLANT REGISTRATION ISSUED	**Name:**	**Signature:**	**Date:**

Important Please Read: The supplier/subcontractor is responsible and liable for providing a competent person to complete the plant inspection using the criteria on this checklist. The supplier/subcontractor is responsible for ensuring that the plant conforms to any regulation or standard and is operated and maintained in accordance with the manufacturer's specifications. Multiplex will verify this plant inspection checklist has been completed by the supplier/subcontractor prior to registration for use on the site; plant that is not compliant will not be permitted to operate on site at any time until the non-compliance is suitably addressed, at cost to the supplier/subcontractor.

Appendix 10 – Permit to Work Templates

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE	
PROJECT:	**PERMIT №:**
SC/COMPANY NAME:	CONTACT NUMBER:
NAME OF PERSON REQUESTING (PERMIT HOLDER):	
DESCRIPTION OF WORK:	
LOCATION OF WORK REFERENCED TO GRID (Attach plan):	
AREA TO BE CLEARED (m^2, ac, or ha):	SCHEDULED DURATION (Number of days): ▶ _____ DAYS

SECTION 2: SC to COMPLETE and VERIFY			
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site		**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Additional Permits	DWER Native Vegetation Clearing Permit	(R)	☐ Yes
	Approval from the Principal / Client (specify)▶ _____ Written Approval ☐	(R)	☐ Yes
	MPX Excavation Permit №▶ _____	(R)	☐ Yes ☐ N/A
	Any other permit required ▶ _____	(R)	☐ Yes ☐ No
Environmental	Are fire management procedures in place / is equipment available?		☐ Yes
	Are spill management procedures in place /is equipment available?		☐ Yes
	Are dust management procedures in place /is equipment available?		☐ Yes
	Is any material going to be reused or recycled?		☐ Yes ☐ N/A
	Is management of soil contaminated required (i.e. ASS, ACM, PFAS)?		☐ Yes ☐ N/A
	Is Dieback management required?		☐ Yes ☐ N/A
	Is European House Borer (EHB) management required?		☐ Yes ☐ N/A
	Is Conservation area management required?		☐ Yes ☐ N/A
	Is Heritage management required?		☐ Yes ☐ N/A
	Are weed and seed inspection reports required?		☐ Yes ☐ N/A
	Are the plant inspections and maintenance records available?		☐ Yes
Work Area	Has the area to be cleared been defined with boundary pegs/flagging or other controls		☐ Yes
	Have stockpile areas been defined?		☐ Yes
Other contractors	Are other contractors involved with or affected by the work process & are they informed		☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:		

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to conduct clearing is granted, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
PERMIT HOLDER: SC MGR / SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD	Valid from: AM/PM on / / to AM/PM on / /		
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

MULTIPLEX

WESTERN AUSTRALIA

CONCRETE DRILLING, CORING, CUTTING

WA HSE PTW FRM 621

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE			
PROJECT:		**PERMIT №:**	
SC/COMPANY NAME:		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
DESCRIPTION OF WORK:			
LOCATION OF WORK REFERENCE TO GRID (Attach plan):			
TYPE OF WORK (☑)	DRILLING* ☐ DEPTH ▶ _____mm	CORING* ☐ DIAMETER ▶ _____mm	CUTTING* ☐ DEPTH ▶ _____mm

SECTION 2: SC to COMPLETE and VERIFY				
CONTROLS CHECKLIST		**ACTIONS** (R), means record to be attached to the permit and or available on site		**SC VERIFICATION**
SWMS / JSA		Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Confined Space		Is a confined space entry permit required? If **Yes** – attach to this permit	(R)	☐ **Yes** ☐ No
Identify proximity hazards		**Embedded objects**: PT strands/tendons ☐ Service boxes ☐ Other ☐ ▶		☐ Yes ☐ No
		If services or embedded objects are present, attach Scan Data (Ref Nº & Provider) and as-built / IFC drawings to this permit	(R)	☐ **Yes** ☐ No
		If **Yes**, confirm services/embedded objects been marked out?		☐ Yes ☐ N/A
		Services: Electrical ☐ Hydraulic ☐ Fire ☐ Mechanical ☐ Gas ☐ Other ☐ ▶		☐ **Yes** ☐ No
		Is service isolation required? If **Yes**, attach service isolation permit to this permit	(R)	☐ Yes ☐ No
		Is water/dust/slurry protection required for any installation, other item or surface?		☐ **Yes** ☐ No
		If **Yes**, has the protection been installed		☐ Yes ☐ N/A
Engineer's Approval		Is engineer's approval required? If **Yes**, attach approval to this permit	(R)	☐ **Yes** ☐ No
Exclusion / Spotters		Is the area below, behind and /or around isolated with barricading and signage displayed?		☐ Yes ☐ N/A
		Is a spotter required?		☐ Yes ☐ No
CORING / CUTTING*	Competency	Verify the operator holds a valid record of training for equipment being used (Note: Approval received from Multiplex and the operator is suitably trained/competent if using a 9-inch grinder, chain saw or a quick-cut / demolition saw).		☐ Yes
	Work at Height	Will the work be at height?		☐ **Yes** ☐ No
		If **Yes**, working platform to be either a scaffold or an MEWP		☐ Agreed ☐ N/A
	Equipment	Is fuel (petrol / diesel) powered equipment being used?		☐ **Yes** ☐ No
		If **Yes**, is ventilation / extraction equipment or similar required?		☐ **Yes** ☐ **No**
		If **No**, why not? ▶		☐ Accepted ☐ N/A
		If **Yes**, is personal gas monitoring required?		☐ Yes ☐ **No**
		If **No**, why not? ▶		☐ Accepted ☐ N/A
Equipment		Verify equipment has dust suppression / extraction / collection system		☐ Yes
PPE		Verify operators have appropriate PPE / RPE		☐ Yes
Other contractors		Where other contractors are involved with or affected by the work, have they been informed?		☐ **Yes** ☐ N/A
		If **Yes**, specify the contractor/s involved or affected:		

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to (tick the box ☑) **DRILL** ☐ **CORE** ☐ **CUT** ☐ concrete is granted, subject to: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES		**NAME**	**SIGNATURE**	**DATE**
POST TENSIONING CONTRACTOR	☐N/A			
ELECTRICAL CONTRACTOR	☐N/A			
HYDRAULIC CONTRACTOR	☐N/A			
FIRE CONTRACTOR	☐N/A			
MECHANICAL CONTRACTOR	☐N/A			
GAS CONTRACTOR	☐N/A			
DRILL/CUT/CORE OPERATOR				
PERMIT HOLDER: SC MGR / SUPERVISOR				
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR				
***SECTION 4:** VALIDATION PERIOD		Valid from: AM/PM on / /	to AM/PM on / /	

***SECTION 5:** CLOSE OUT BY PERMIT ISSUER		
Confirming concrete coring, cutting and drilling work is complete and all debris (cores, offcuts, slurry) has been removed / disposed in designated bin(s)? ☐ Yes		
NAME:	SIGNATURE:	DATE:

ORIGINAL PERMIT TO BE KEPT WITH OPERATOR AT ALL TIMES AND COPY TO BE RETAINED IN THE PERMIT REGISTER.

MULTIPLEX

WESTERN AUSTRALIA

CONFINED SPACE ENTRY

WA HSE PTW FRM 622

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE			
PROJECT:		**PERMIT №:**	
SC/COMPANY NAME:		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
NAME OF PERSONS WORKING UNDER THIS PERMIT (ALL PERSONNEL MUST COMPLETE SIGN IN/OUT REGISTER AT POINT OF ENTRY)			
NAME	INITIAL	NAME	INITIAL
(Sentry)			
DESCRIPTION OF WORK:			
LOCATION OF WORK REFERENCED TO GRID (Attach plan):		Inside boundary ☐ On / outside boundary ☐	

SECTION 2: SC to COMPLETE and VERIFY									
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site								**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator							(R)	☐ Yes
Confined Space Hazard Identification	An enclosed or partially enclosed space that -								
	(A)	Is not designed or intended primarily to be occupied by a person; and							☐ Yes ☐ No
	(B)	Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the place							☐ Yes ☐ No
	Is or is likely to be a risk to health and safety from anything specified below -								
	(C)	An atmosphere that does not have a safe oxygen level							☐ Yes ☐ No
	(D)	Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion							☐ Yes ☐ No
	(E)	Harmful concentrations of any airborne contaminants							☐ Yes ☐ No
	(F)	Engulfment							☐ Yes ☐ No
	Does the area meet the definition of a confined space = **A** + **B** + (**C** or **D** or **E** or **F**)?								☐ Yes ☐ No
PPE	Respiratory protection ☐	Hearing protection ☐	Fall restraint / arrest device ☐						☐ Yes
	Personal monitor (gas) ☐	Eye protection ☐	Safety boots ☐						
	Gloves ☐	Safety helmet ☐	Protective Clothing ☐						
	Breathing apparatus ☐	Other ▶	☐						
Lighting and Ventilation	Lighting [intrinsically safe] in place (specify) ▶								☐ Confirmed
	Adequate ventilation in place (specify) ▶								☐ Confirmed
Atmospheric Testing	Device Name ▶	Type ▶	Callibration Date ▶						☐ Confirmed
Barricading & Signage	Hard barriers ☐	Fencing ☐	Flagging/paramesh ☐	Signage ☐					☐ Yes
Access	Type of access ▶	Ladder ☐	Scaffold stair ☐	Other ▶					☐ Yes
Training (persons trained)	Enter and work in confined spaces (RIIWHS202) ☐	Gas-test atmosphere (MSMWHS217) ☐						(R)	☐ Yes
Rescue procedures	Rescue/emergency procedures in place and reviewed by all persons?							(R)	☐ Yes
Equipment available	Retrieval equipment ☐	First aid ☐	Fire extinguisher ☐	Rescue stretcher ☐					☐ Yes
Service Isolation (services to be isolated?)	Electrical ☐	Fire ☐	Sludge/wastes ☐	Hydraulic ☐					☐ Yes ☐ N/A
	Mechanical ☐	Gas ☐	Other ▶	☐					
Additional permits to work required	Concrete coring, cutting, drilling ☐	Demolition ☐						(R)	☐ Yes ☐ N/A
	Excavation ☐	Hot work ☐							
	Lift shaft access ☐	Service(s) isolation/services isolation req. ☐							
	Pressure test – pipe work ☐	Other ▶ ☐							
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?								☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:								

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to enter and work in confined spaces is granted, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
SENTRY			
PERMIT HOLDER: SC MGR / SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD	Valid from: AM/PM on / /	to AM/PM on / /	
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:
Where applicable has the security of the confined space and/or any services been re-instated: ☐ N/A ☐ Yes ☐ No, if no why not?			

SECTION 5(A) ATMOSPHERIC TESTING RESULTS (PRE-ENTRY) AND CONTINUOUS TESTING RESULTS TO BE RECORDED ON REGISTER OVER THE PAGE. PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

CONFINED SPACE ENTRY ATMOSPHERIC TESTING RESULTS

SECTION 5A: ATMOSPHERIC TESTING RESULTS (PRE-ENTRY)					
TESTERS NAME:			SIGNATURE:		
TIME:			DATE:		
PRE-ENTRY GAS TEST RESULTS					
TIME	OXYGEN % (02) (MIN 19.5% - 23.5% MAX)	CARBON MONOXIDE PPM (CO) (30 ppm MAX)	HYDROGEN SULPHIDE PPM (H_2S) (10ppm MAX)	METHANE PPM (CH_4)	LEL%(<5%)
SECTION 5B: CONTINUOUS TESTING RESULTS (DURING CONFINED SPACE ENTRY)					
TIME	OXYGEN % (02) (MIN 19.5% - 23.5% MAX)	CARBON MONOXIDE PPM (CO) (30ppm MAX)	HYDROGEN SULPHIDE PPM (H_2S) (10ppm MAX)	METHANE PPM (CH_4)	LEL% (<5%)

MULTIPLEX

WESTERN AUSTRALIA
DEMOLITION
WA HSE PTW FRM 623

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE			
PROJECT:		**PERMIT №:**	
SC/COMPANY NAME:		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
DEMOLITION LICENCE #:	EXPIRY DATE:	LICENSE CLASS: 1 ☐ 2 ☐	STATE ISSUED:
NAME OF CONTRACTOR ON DEMOLITION LICENCE:			
NAME OF NOMINATED DEMOLITION SUPERVISOR:			

NAME OF PERSONS WORKING ON THIS PERMIT	INITIAL	NAME OF PERSONS WORKING ON THIS PERMIT	INITIAL

DESCRIPTION OF WORK:
LOCATION OF WORK REFERENCED TO GRID (Attach plan):

SECTION 2: SC to COMPLETE and VERIFY			
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site		**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Pre-verification	Demolition checklist (WA HSE PRV FRM 601) complete and records / copies available on site/provided to MPX: Demolition license, regulatory notification & approval for demoltion work, demolition work plan, AS2601:The demolition of structures.	(R)	☐ Yes
Hazardous Materials (HAZMAT)	Has a HAZMAT survey / report been completed and the identified risks associated with hazardous materials removal controls incorporated into the work plan and SWMS/JSA	(R)	☐ Yes ☐ N/A
Asbestos	All asbestos removed and clearance certificate / report issued	(R)	☐ Yes ☐ N/A
Plant & Equipment	Mobile Plant / Equipment registered for site (specify) ▶		☐ Yes ☐ N/A
Identified risks (Tick to identify and confirm control in place)	Access ☐ Asbestos ☐ Biological risk(s) ☐ Contaminated fill ☐ Corrosives ☐ Dust / noise ☐ Services ☐ Falling objects ☐ Fire/flammables ☐ Fumes ☐ Mobile plant ☐ Oxygen deficiency ☐ Radiation ☐ Vibration ☐ Water ☐ Work at heights ☐		☐ Yes
Lighting and Ventilation	Lighting [intrinsically safe] (specify) ▶		☐ Yes
	Adequate ventilation in place (specify) ▶		☐ Confirmed
Public/property protection	Overhead protection gantries ☐ Heavy duty perimeter scaffold ☐ Hoarding ☐ Security fence ☐		☐ Yes ☐ N/A
Site barricading / signage	Confirm type: Temp.fence ☐ Hard barriers ☐ Signage ☐		☐ Confirmed
Services Isolation (Services to be isolated?)	Electrical ☐ Fire ☐ Sludge/wastes ☐ Hydraulic ☐ Mechanical ☐ Gas ☐ Other ▶ ☐		☐ Yes ☐ N/A
	Have existing service isolations been confirmed through issuance of services isolation permit?	(R) Permit №: ▶	☐ Yes ☐ N/A
Additional permits to work required	Clearing ☐ Concrete coring, cutting, drilling ☐ Confined space entry ☐ Excavation ☐ Hot work ☐ Lift shaft access ☐ Work box ☐ Outrigger, mobile crane, piling rig ☐ Out of hours ☐ Roof access ☐	(R)	☐ Yes ☐ N/A
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?		☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:		

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to commence demolition is granted, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
PERMIT HOLDER: SC MGR/SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD	Valid from: AM/PM on / /	to AM/PM on / /	
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

Where applicable has the site been made safe: ☐ N/A ☐ Yes ☐ No, if no why not?

PERMIT TO BE AVAILABLE IN WORK AREA & PERMIT COPIED TO PERMIT REGISTER

MULTIPLEX

WESTERN AUSTRALIA
EXCAVATION
WA HSE PTW FRM 624

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE				
PROJECT:		**PERMIT №:**		
SC/COMPANY NAME:		CONTACT NUMBER:		
NAME OF PERSON REQUESTING (PERMIT HOLDER):				
DESCRIPTION OF WORK:				
LOCATION OF WORK REFERENCED TO GRID (Attach plan):		Inside boundary ☐ On / outside boundary ☐		
DIMENSIONS OF EXCAVATION	RL(IL) Range:	Depth:	Width:	Length:

SECTION 2: SC to COMPLETE and VERIFY			
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site		**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Identify proximity hazards	Adjacent structures ☐ Other Excavations ☐ Pits ☐ Soakwells ☐ Tanks ☐ Public ☐ Other ☐ ▶		☐ Yes ☐ N/A
	If Yes to any of the above, is engineering approval required?		☐ Yes ☐ No
	If Yes attach engineering approval / verify inclusion in risk assement (SWMS)	(R)	☐ Yes ☐ N/A
	Review DBYD, Site ASCONS / Services DWG for presence of services and attach mark -up.	(R)	☐ Yes
	Services: Electrical ☐ Hydraulic ☐ Gas ☐ Comms.☐ Fire ☐ Other ☐ ▶	(R)	☐ Yes ☐ N/A
	Distance to the nearest service: ▶ _____m		☐ Verified
	If any service is **within 1m**, verify controls identified in risk assement (SWMS)	(R)	☐ Yes ☐ N/A
	Is the service under authorities control? If Yes, attach 'Dial Before You Dig' to the permit	(R)	☐ Yes ☐ No
	If Yes, is an authorities / asset owner permit and/or authorised locator/spotter required?	(R)	☐ Yes ☐ No
	Service location identification method: Scan ☐ Vacuum ☐ Hand dig (pothole) ☐		☐ Yes ☐ N/A
	Do services require isolation?, If Yes, attach service isolation permit / record	(R)	☐ Yes ☐ No
	If No, why not? ▶		☐ Accepted
Ground control method (Where >1.5 m deep)	Bench/batter ☐ Shoring ☐ Sheet piling ☐ Other ☐ ▶		☐ Accepted
	Does the ground control method comply with WHS r.306 (shoring, benching, battering)?		☐ Yes ☐ No
	If No, has a geotechnical engineer been consulted to confirm the ground control method is suitable?		☐ Yes ☐ N/A
Barricading and Signage	Public vehicles/pedestrian zones, review TMP (where applicable) Confirm type of barricade: Fencing ☐ Water barriers ☐ Concrete barriers ☐ & signage ☐		☐ Yes ☐ N/A
	If > 1.5 M deep, hard barricading ☐ / windrows, star pickets & flagging/paramesh ☐ & signage ☐		☐ Yes ☐ N/A
	If < 1.5 m deep, star pickets & flagging/paramesh (minimum) ☐ & signage ☐		☐ Yes ☐ N/A
Access	Type of personnel access: Access ladder ☐ rampway / blinding ☐ scaffold stair ☐ (at least every 30 m)		☐ Yes
	Mobile plant access: Minimum ramp width 3.7m one way☐ or 6.7m two way☐		☐ Yes ☐ N/A
	Has a safe/secure location for spoil, any ancillary equipment or materials been identified and agreed		☐ Yes
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?		☐ Yes ☐ N/A
	If Yes, specify the contractor/s involved or affected:		

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETED AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to excavate is granted, subject to hand digging or vacuum excavation when within 1 metre of service. Where the excavation is >1.5m deep, the work area is to be secured from unauthorised access (including inadvertent entry). Any exposed service should be isolated (where practicable) and must be supported and/or protected (service contractor to sign–off below). INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES		**NAME**	**SIGNATURE**	**DATE**
HYDRAULIC CONTRACTOR	☐ N/A			
ELECTRICAL CONTRACTOR	☐ N/A			
GAS CONTRACTOR	☐ N/A			
FIRE CONTRACTOR	☐ N/A			
MECHANICAL CONTRACTOR	☐ N/A			
PLANT OPERATOR				
PERMIT HOLDER: SC MGR / SUPERVISOR				
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR				
***SECTION 4:** VALIDATION PERIOD		Valid from: AM/PM on / / to AM/PM on / /		

***SECTION 5:** CLOSE OUT BY PERMIT ISSUER		
Backfill and compaction complete: ☐ Yes ☐ No, if No why not?		
Where applicable, have the services been re-instated? ☐ N/A ☐ Yes ☐ No, if No why not?		
NAME:	SIGNATURE:	DATE:

ORIGINAL PERMIT TO BE KEPT WITH THE PLANT OPERATOR AT ALL TIMES & COPY TO BE RETAINED IN THE PERMIT REGISTER

MULTIPLEX

WESTERN AUSTRALIA
HOT WORK
WA HSE PTW FRM 625

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE					
PROJECT:			**PERMIT №:**		
SC/COMPANY NAME:			CONTACT NUMBER:		
NAME OF PERSON REQUESTING (PERMIT HOLDER):					
NAME OF PERSONS WORKING UNDER THIS PERMIT:					
NAME	INITIAL	NAME	INITIAL	NAME	INITIAL
(Fire Watch)					

DESCRIPTION OF WORK:			
LOCATION OF WORK REFERENCED TO GRID (Attach plan):			
SECTION 2: SC to COMPLETE and VERIFY			
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site		**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Pre-work Inspection	Electric welding equipment tagged		☐ Yes ☐ N/A
	Welding equipment checked for defects		☐ Yes ☐ N/A
	Controls in place for falling slag/spark (plant & material protected)		☐ Yes ☐ N/A
	Fire extinguishers available, 1 person trained in fire extinguisher use		☐ Yes
	Persons have appropriate PPE (e.g. safety glasses, welder's mask, goggles, gloves, apron)		☐ Yes
	Area clear of flammable materials (5 metres radius)		☐ Yes ☐ **No**
	If **No** (not practicable), are plant / materials / finishes etc. protected from direct heat, slag or sparks		☐ Yes ☐ N/A
	Welding screens in place for arc welding (including TIG or MIG)		☐ Yes ☐ N/A
	Barricades / signage in place		☐ Yes ☐ N/A
Gas Cylinders / Sets	Gas cylinders & fittings are free from grease / oil, upright, secure and protected from excessive heat		☐ Yes ☐ N/A
	Flash back arrestors fitted (4 in total, 2 on each end of the hose) - Note: N/A for LPG		☐ Yes ☐ N/A
Grinders	Fitted with pressure switch, guard, electrical tag		☐ Yes ☐ N/A
	Disk in good condition not excessively worn, correct size		☐ Yes ☐ N/A
	Not to be used off step ladders, work platforms to be used only		☐ Confirmed
Services in proximity of hot works and requiring isolation? (specify)	Electrical ☐ Hydraulic ☐ Mechanical ☐ Fire ☐ Gas ☐ Other ☐ ▶ _____		☐ Yes ☐ N/A
	Service isolations confirmed / recorded — Permit №: ▶ _____	(R)	☐ Yes ☐ No
	Where services cannot be isolated, has adequate protection been installed to prevent damage		☐ Yes ☐ N/A
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?		☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:		

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETED AND RECORDS VERIFIED BY MPX PRIOR TO SECTION SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)			**MPX VERIFICATION**
DFES Total Fire Ban	**Total Fire Ban day declared (refer over page)? If Yes complete a) and b)** ▼▼▼		☐ **Yes** ☐ No
	a) DFES notified	(R)	☐ Yes
And if applicable ▶	**b) Dist. / Regional Duty Officer of Department of Parks and Wildlife notified**	(R)	☐ Yes ☐ N/A

Permission to conduct hot work is granted, subject to these conditions:

1) WHEN A TOTAL FIRE BAN IS DECLARED YOU ARE REQUIRED TO COMPLY WITH DFES TOTAL FIRE BAN REGULATIONS. REFER OVER PAGE.
2) FIRE WATCH MUST BE COMPLETED DAILY BY THE FIRE WATCH FOR 30 MINUTES AFTER WORK IS COMPLETED (REFER TO **SECTION 5** BELOW).
3) MULTIPLEX TO VERIFY FIRE WATCH IS COMPLETED EACH DAY.

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
PERMIT HOLDER: SC MGR / SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			

***SECTION 4:** VALIDATION PERIOD (MAX. 7 DAYS)	Valid from:	AM/PM on	/	/	to	AM/PM on	/	/					

SECTION 5: FIRE WATCH – FOR EACH DAY, START AND FINISH TIMES MUST BE RECORDED FOR FIRE WATCH – MINIMUM 30 MINUTES

DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL
MON ☐		TUE ☐		WED ☐		THU ☐		FRI ☐		SAT ☐		SUN ☐	
START		START		START		START		START		START		START	
FINISH		FINISH		FINISH		FINISH		FINISH		FINISH		FINISH	

***SECTION 6:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

Where applicable have the services been re-instated and/or protection been removed: ☐ N/A ☐ Yes ☐ No, if no why not?

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

BUSH FIRES ACT 1954 - TOTAL FIRE BAN ACTIVITIES

If a Total Fire Ban is declared, all existing Hot Work Permits will be suspended. Subcontractors are required to apply for a daily Hot Work Permit for any hot work that cannot be reasonably postponed to a time when there are safer weather conditions (i.e. no longer a total fire ban).

When the fire danger forecast conditions are declared CATASTROPHIC then HOT WORK IS NOT PERMITTED.

MPX is required to notify DFES between 24 hours and 30 minutes prior to the hot work commencing using the online notification form on the DFES website.

https://dfeswa.tod.net.au/incidents/new/c19b08f4fc68c7403cba6e6b5b0170bd

MPX is also required to notify the local District or Regional Duty Officer of Parks and Wildlife, if work is being carried out within 3kms of land managed by the Department of Parks and Wildlife (DPAW) between 24 hours and 30 minutes prior to the commencement of the hot work.

Where a Hot Work Permit is issued (for hot work during a Total Fire Ban) specific regulations apply, each subcontractor must comply with the following conditions, for each hot work activity.

A. Where Hot Work is to be conducted more than 30 metres from any bush, grassland, crop, pasture or stubble;

1) The ground within a 10 metres radius of the hot work must be clear of flammable materials and be dampened down with water.
2) Welding screens must be in place around the immediate hot works area, each welding screen must comply with AS/NZS:3957 and be high enough to prevent the escape of hot particles or sparks.
3) Two (2) approved fire extinguishers, in proper working order must be close proximity to the hot work area (must be 18kg or 18L total capacity e.g. 2 x 9kg or 4 x 4.5kg etc.).
4) The work site must meet the requirements of any fire break notice applicable to the work site.
5) At least one (1) Fire Detection Officer (wearing the appropriate Personal Protective Clothing), other than the person carrying out the hot work is to be in attendance and dedicated solely to the detection and suppression of any fire.
6) For at least 30 minutes after the hot work activity is complete, the Fire Detection Officer (fire watch) and at least one (1) other able-bodied person must remain on the site / must not leave until they are satisfied there is no fire or anything likely to cause a fire on the site.

B. Where Hot Work is to be conducted within 30 metres of any bush or grassland or similar;

1) All of the above described in **A (1 – 5)**, and
2) The amount of firefighting water set out in **Table 1** must be provided on the work site in water tank(s) mounted to an approved fire fighting vehicle, the vehicle must be on site at all times while the hot work is being carried out.
3) Where no reticulated water supply is available within 1 kilometre of the work site, there must be a bulk water supply tanker (minimum 5000 litres) located on site is present when hot work is conducted and for at least 30 minutes after the work is complete.

Fire danger forecast for the work site	Volume of firefighting water required (litres)
No rating	500L
Moderate	1000L
High	1500L
Extreme	2500L

Table 1

MPX will monitor weather conditions and notify subcontractors of a Total Fire Ban as early as reasonably practicable. Notification of Total Fire Bans will be via email / aconex.

Subcontractors are also responsible for monitoring weather conditions and complying with the conditions described when carrying out hot work under permitted conditions on the day of a Total Fire Ban.

DEFINITIONS: (As per current BUSH FIRES REGULATIONS 1954)

Total Fire Ban, means, no fire or any other activity in the open air that causes or is likely to cause a fire.
Approved Fire Extinguisher, means fire extinguishers of class 2A:10B:E (i.e. *'ABE'*) of at least 9 litres capacity.
Approved Fire Fighting Vehicle, means a vehicle that has one or more storage tanks, is cable of traversing the site, is equipped with 20 metres of 19 millimetre diameter fire hose (minimum) fitted with an adjustable nozzle in proper working order having a full spray pattern capable of projecting a 6 metre jet of water and a pump in proper working order that is capable of delivering a minimum of 120 litres of water per minute at 700 kPa through the hose.
Fire Detection Officer, means a person trained in fire extinguisher & firefighting vehicle operation & suppression of bush fire.
Hot Work, means the operation in the open air of welding apparatus of any kind or power operated abrasive cutting discs of any kind.

MULTIPLEX

WESTERN AUSTRALIA

LIFT SHAFT ACCESS

WA HSE PTW FRM 626

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE			
PROJECT:		**PERMIT №:**	
SC/COMPANY NAME:		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
PERSONS WORKING ON THIS PERMIT:			
NAME	INITIAL	NAME	INITIAL
DESCRIPTION OF WORK:			
LOCATION OF WORK REFERENCED TO GRID (Attach plan):			**LIFT №:**

SECTION 2: SC to COMPLETE and VERIFY				
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site			**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator		(R)	☐ Yes
Access	Alternative access to the work area has been assessed? (i.e. no possibility of accessing area from outside of lift shaft)			☐ Yes
False car operation	Lift installation contractor employee to be present at all times to operate the false car			☐ Yes
Additional permits to work required	Are additional permits to work required? *Concrete coring, cutting, drilling ☐ Confined space entry ☐ Demolition ☐ Hot work ☐ Out of hours ☐ Pressure test – pipe work ☐ Roof access ☐ Services(s) isolation/services isolation ☐		(R)	☐ Yes ☐ N/A
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?			☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:			

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to enter and work in the lift shaft, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
FALSE CAR OPERATOR: LIFT CONTRACTOR			
PERMIT HOLDER: SC MGR/SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD	Valid from: AM/PM on / /	to AM/PM on / /	
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

Has all equipment, materials and debris been removed from the lift shaft ☐ Yes

Where applicable have the services been re-instated: ☐ N/A ☐ Yes ☐ No, if no why not?

***NOTE:** Concrete drilling/coring/cutting is not permitted to be undertaken from inside the lift shaft, unless specifically authorised by MPX. Where authorised the work shall be in accordance with MPX Health and Safety Handbook Concrete Cutting Coring and Drilling, and where applicable Confined Space Entry

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

MULTIPLEX

WESTERN AUSTRALIA

LIGHT VEHICLE (LV) ACCESS REQUEST

WA HSE PTW FRM 627

MPX SHALL ONLY ISSUE LV PERMITS TO SUBCONTRACTORS WHOM CLEARLY ESTABLISH A CONSTANT TRADE NEED DIRECTLY CONNECTED WITH THEIR SCOPE OF WORK.

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE LV REQUEST

PROJECT:		
SC/COMPANY NAME:		
NAME OF PERSON REQUESTING (PERMIT HOLDER):	DATE OF REQUEST:	
VEHICLE MAKE:	MODEL:	YEAR:
VEHICLE REGISTERED AS: ☐ PRIVATE ☐ COMPANY ☐ RENTAL	REGISTRATION NUMBER:	
NAME THE VEHICLE IS REGISTERED TO:		
REASON / NEED FOR LIGHT VEHICLE TO BE USED ON SITE:		

RESPONSIBLE DRIVER\S NAME	SIGNATURE	DL №	PHONE NUMBER
1.			
2.			
3.			

DECLARATION: (By the subcontractors / companies most senior site based manager)

I declare that the light vehicle as described above is required to be used on site for legitimate business needs in association with our scope of works, is complaint with the checklist and insured. I acknowledge that MPX is not liable for any damage sustained whilst the LV is on site and I accept all of the conditions detailed in this LV access request.

At any time should the vehicle be found to be unserviceable, defective, in need of repairs or otherwise non-complaint with the conditions of this permit, the vehicle will be removed from site without delay.

POSITION	NAME	SIGNATURE	DATE

SECTION 2: COMPLIANCE CHECKLIST (SUBCONTRACTOR & MPX/SECURITY TO COMPLETE)

LV COMPLIANCE CHECKLIST	SC	MPX		SC	MPX
Flashing / rotating beacon	☐ Yes	☐ Verified	Registration plate	☐ Yes	☐ Verified
Fire extinguisher	☐ Yes	☐ Verified	Lights (driving, reversing, indicators)	☐ Yes	☐ Verified
Reversing alarm	☐ Yes	☐ Verified	Two way radio (UHF)	☐ Yes	☐ Verified
Horn	☐ Yes	☐ Verified	Log book (weekly checks to be completed)	☐ Yes	☐ Verified
Seat belts	☐ Yes	☐ Verified	Mud, weed, seed free (clean)	☐ Yes	☐ Verified

LV TWO WAY RADIO IS REQUIRED TO BE TUNED TO SITE UHF CHANNEL XX AT ALL TIMES WHILST ON SITE

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETED AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: AUTHORISATION (MULTIPLEX TO COMPLETE)

Permission to LV on site is granted, subject to conditions noted below;

- Copy of the LV Permit/sticker/dash permit is required to displayed at all times
- Unattended/parked LV's are required to have the keys left in the ignition and drivers contact number available clearly displayed
- LV's shall not obstruct traffic, pedestrian, emergency access points at any time
- LV must be insured, MPX does not in any circumstance accept any liability for damaged sustained to the LV while on site even if caused by MPX's negligence.
- Failure to comply with site traffic management rules will result in the LV permit being revoked permanently
- Subcontractors must re-apply at least to 5 days prior to expiration of validation period (where required)
- MPX reserves the right to deny LV access and cancel LV permit at any time.

AUTHORISED BY:

POSITION	NAME	SIGNATURE	DATE
LV PERMIT №			

SECTION 5: VALIDATION PERIOD

VALID FROM:	**VALID TO:**

MULTIPLEX

WESTERN AUSTRALIA

'LIVE' LV/HV SWITCH ROOM ACCESS

WA HSE PTW FRM 628

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE			
PROJECT:		**PERMIT №:**	
SC / COMPANY NAME:		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
NAME OF PERSONS WORKING UNDER THIS PERMIT			
NAME	INITIAL	NAME	INITIAL
DESCRIPTION OF WORK:			
LOCATION OF WORK REFERENCED TO GRID (Attach plan):		SWITCH ROOM №: ▶	

SECTION 2: SC to COMPLETE and VERIFY				
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site			**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Mgr / Supervisor		(R)	☐ Yes ☐ No
General Precautions (specify)	Access / egress ☐ Lighting ☐ Waning signs / barricades ☐ Ventilation ☐ Materials /substance storage ☐ Working around HV / LV equipment ☐ Dust ☐ Fumes ☐			☐ Yes
Non-conductive equipment	Confirm equipment (e.g. ladders, scaffolds, painting / broom handles etc.) is non-conductive			☐ Confirmed
Service isolations	Are service isolations required?			☐ Yes ☐ No
	Electrical ☐ Hydraulic ☐ Mechanical ☐ Fire ☐ Gas ☐ Other ▶ ☐			☐ Yes ☐ N/A
	Service isolations confirmed / recorded	Permit №: ▶	(R)	☐ Yes ☐ N/A
Other permits to work required	Concrete coring, cutting, drilling ☐ Hot work ☐ Out of hours ☐ Pressure test – pipe work ☐ Other ▶ ☐		(R)	☐ Yes ☐ N/A
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?			☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:			

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to enter and work in LV/HV switch room is authorised, subject to conditions noted below:

1) SWMS / JSA must be completed for all work(s).
2) Persons working in HV switch rooms must be supervised at all times by MPX responsible person (permit issuer).
3) Refer to back of permit for further information.
4) INSERT ANY OTHER SPECIFIC SITE CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
PERMIT HOLDER: SC MGR / SUPERVISOR			
ELECTRICAL CONTRACTOR:			
*PERMIT ISSUER: MPX RESPONSIBLE PERSON (SEE OVER PAGE)			
***SECTION 4:** VALIDTION PERIOD (MAX. 1 DAY)	Valid from: AM/PM on / /	to AM/PM on / /	
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

Has all equipment, materials and debris been removed from the switch room ☐ Yes

Where applicable have the services been re-instated: ☐ N/A ☐ Yes ☐ No, if no why not?

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

GENERAL PRECAUTIONS – LIVE LV/HV SWITCH ROOM ACCESS

SUMMARY

The LV/HV switchrooms are accessible only by a specific key not on the master key system.

MPX responsible person(s) who are permitted to access the room without a Permit to Work – Live LV/HV switch room access & also the 'approved supervisors' of any switch room access works are as follows:

MULTIPLEX RESPONSIBLE PERSON(S)			**INSERT ELECTRICAL CONTRACTOR NAME APPROVED SUPERVISORS**		
POSTION	NAME	PHONE NUMBER	POSTION	NAME	PHONE NUMBER
[Snr] Site Manager	INSERT NAME	INSERT NUMBER	Project Manager	INSERT NAME	INSERT NUMBER
Services Manager	INSERT NAME	INSERT NUMBER	Elect. Supervisor	INSERT NAME	INSERT NUMBER
Supervisor / Engineer / Project Coordinator	INSERT NAME	INSERT NUMBER	Elect. Supervisor	INSERT NAME	INSERT NUMBER

Any subcontractors (other than approved staff referenced above) who required access to the room OR are required to work in the room shall obtain a Permit to Work – LV/HV switch room access.

The permit is valid for a period of one (1) day only.

Once a Permit to Work – LV/HV switch room access is approved, the subcontractor shall be supervised at all times for the duration that they are in a HV switch room. Supervision shall be provided by either the MPX responsible person or 'approved supervisors'.

If the subcontractor needs to leave the HV switch room (i.e. for meal breaks or to get tools, materials etc.), then the HV switch room is required to be locked.

Once the works are complete, the switch room will be locked and the daily permit to work closed out.

PRECAUTIONS

- Keep any part of your body or equipment at least 1000mm (1 metre) away from any exposed LV/HV terminations inside chain wire fence OR 300mm away from any low voltage terminations
- Do not touch any electrical equipment unless specifically instructed to
- Do not operate any switches except light switches and GPO's
- Do not leave switch rooms unattended or open
- Do not carry long conductive material into the LV/HV switch room i.e. metal conduits or metal painting planks. Note: any extensions to painting / broom handles etc. to be non-conductive.
- Any ladders or scaffolds used to be non-conductive and suitable for electrical use
- It is recommended that non-polyester containing long trousers / long sleeve shirts be worn
- No eating/drinking allowed in switch rooms
- Work method statements to be completed for all types of work and to be submitted to MPX before commencing
- No working above or on top of switch gear / transformers.

BEFORE ENTERING

- Let someone know you are going into a switch room and when you are likely to return
- If you are unsure about any aspect of the job, STOP and seek further advice.

AS YOU ENTER

- Check emergency exit doors are accessible and operable.

WHILE INSIDE

- Avoid bumping electrical panels as some of the electrical equipment is sensitive to vibration
- If there is a liquid spill, clean it up immediately
- If you hear any hissing sounds, exit the room immediately
- If you think you smell burning, exit the room immediately and report to MPX supervisor

AS YOU LEAVE

- Clean up, remove all rubbish, debris, materials, tools & equipment
- Lock the room
- Close out this permit

MULTIPLEX

WESTERN AUSTRALIA

OUT OF HOURS NOTIFICATION

WA HSE PTW FRM 630

***MPX NORMAL APPROVED WORK HOURS**	**MONDAY to FRIDAY**	**0700 - 1730**
	SATURDAY	**0700 - 1430**
^TYPICAL BUILDING PERMIT APPROVED WORK HOURS	**MONDAY to SATURDAY**	**0700 - 1900**

CONDITIONS

***Out of hours notification required if working outside MPX normal approved work hours. **^**Work outside of the building permit approved work hours requires separate approval from the council and a construction noise management plan (typically minimum 10 days prior notification required).

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE

PROJECT:	**PERMIT №:**

SC / COMPANY NAME	№ OF WORKERS (Min 2 per SC)	SC SUPERVISOR NAME	SC SUPERVISOR CONTACT	DESCRIPTION OF WORK / AREA OF WORK
1.				
2.				
3.				
4.				
5.				
6.				

SECTION 2: SC & MPX to COMPLETE and VERIFY

CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site	**MPX & SC VERIFICATION**
Safe access / egress	Is there safe access / egress between the work area and the main amenities?	☐ Yes
Lift / hoist access	Is an lift / hoist required / available?	☐ Yes ☐ N/A
Access lighting	Has suitable access lighting been established between the work area and the main amenities?	☐ Yes
Task lighting	Has the subcontractor(s) established suitable task lighting?	☐ Yes
Cranes / work box	If in an area not accessible by stretcher access / lift / hoist, is a crane and rescue cage available?	☐ Yes ☐ N/A
Client notification	Is client notification of intended out of hours activities required?	☐ Yes ☐ N/A
Notification to neighbours	If working outside of the building permit approved work hours, have the neighbours been notified?	☐ Yes ☐ N/A
Service isolations	Are service isolations required?	☐ Yes ☐ No
	Electrical ☐ Hydraulic ☐ Mechanical ☐ Fire ☐ Gas ☐ Other ▶ _____ ☐	☐ Yes ☐ N/A
	Service isolations confirmed / recorded — Permit №: ▶ _____ (R)	☐ Yes ☐ N/A
Electrician	Is an electrician required on-site?	☐ Yes ☐ **N/A**
	If **N/A**, why? ▶ _____	☐ Confirmed
Plumber	Is a plumber required on-site?	☐ Yes ☐ **N/A**
	If **N/A**, why? ▶ _____	☐ Confirmed
Other permits required	Specify ▶ _____ (R)	☐ Yes ☐ No
Security	Have security been notified of intended out of hours activities?	☐ Yes
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?	☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:	

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETED AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to work out of hours is granted, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
MPX FIRST AIDER: ON-SHIFT			
PERMIT HOLDER: MPX MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR ON-SHIFT			
*PERMIT ISSUER: MPX SITE MGR			
***SECTION 4:** VALIDATION PERIOD	Valid from: AM/PM on / / to AM/PM on / /		
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

MULTIPLEX

WESTERN AUSTRALIA

PLANT WITH OUTRIGGERS / MOBILE CRANE / PILING RIGS

WA HSE PTW FRM 631

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE		
PROJECT:	**PERMIT №:**	
SC/COMPANY NAME:	CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):		
DESCRIPTION OF WORK:		
LOCATION OF WORK REFERENCE TO GRID (Attach plan):		
TYPE OF PLANT:	TARE WEIGHT:	MPX PLANT REG №:
MAKE:	MODEL:	

SECTION 2: SC to COMPLETE and VERIFY			
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site		**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Ground conditions	Confirm ground bearing pressure for intended loads, review geotechnical report / compaction test results	(R)	☐ Yes ☐ N/A
Ground/suspended slab	Confirm ground bearing pressure for intended loads, review engineers report/specifications	(R)	☐ Yes ☐ N/A
	Outrigger locations marked on slab (where applicable)		☐ Yes ☐ N/A
Authority Approvals	Is approval from Civil Aviation Safety Authority (CASA) or other airport authority required?	(R)	☐ Yes ☐ N/A
	Are any other authority / asset owner approvals required? If **Yes**, list ▶		☐ **Yes** ☐ N/A
Identify proximity hazards	Overhead / Adjacent structures ☐ Excavations ☐ Pits ☐ Tanks ☐ Soak wells ☐ Public ☐ Traffic ☐ Other ☐ ▶		☐ Yes ☐ N/A
	Services: Gas ☐ Hydraulic ☐ Electrical ☐ Comms. ☐ Fire ☐ Other ☐ ▶		☐ Yes ☐ N/A
	Define minimum operational distance from proximity hazards = _____m		☐ Yes ☐ N/A
	Have services been isolated?		☐ Yes ☐ **No**
	If **No**, why not? ▶		☐ Accepted
Outriggers (N/A for Crawler Cranes)	Define max. outrigger load = _____t and Pad size = _____mm x _____mm		☐ Yes ☐ N/A
Traffic management	Confirm vehicle, pedestrian, public zones are isolated, barricading/signage in place, review traffic management plan (where applicable)		☐ Yes
CRANE Lifting equipment	Confirm lifting equipment is registered, inspected, tagged/marked	(R)	☐ Yes
CRANE [1]Specialised lift	Attach Lift Study, confirm – completed by competent person	(R)	☐ Yes
Other contractors	Are other contractors involved with or affected by the work process & are they informed		☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:		

[1]Specialised lift: typical examples where; multiple cranes are used, load mass is uneven / an irregular shape requiring load sharing devices (such as equalizing beams), lifting pre-cast concrete panels, a crane has a limited duty cycle (i.e. a limited proportion of time during which the crane can operate for before it must cease operation/rest), erecting or dismantling tower cranes, demolition of structural elements, lifting hazardous goods or items of high monetary value/ long procurement lead times, load is ≥90% of the rated capacity of the crane.

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to set-up and use Plant with outriggers is granted, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES		**NAME**	**SIGNATURE**	**DATE**
HYDRAULIC CONTRACTOR	☐ N/A			
ELECTRICAL CONTRACTOR	☐ N/A			
GAS CONTRACTOR	☐ N/A			
FIRE CONTRACTOR	☐ N/A			
MECHANICAL CONTRACTOR	☐ N/A			
PLANT OPERATOR				
PERMIT HOLDER: SC MGR / SUPERVISOR				
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR				
***SECTION 4:** VALIDATION PERIOD		Valid from: AM/PM on / / to AM/PM on / /		
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER		NAME:	SIGNATURE:	DATE:

Where applicable have the services been re-instated: ☐ N/A ☐ Yes ☐ No, if no why not?

ORIGINAL PERMIT TO BE KEPT WITH THE PLANT OPERATOR AT ALL TIMES & COPY TO BE RETAINED IN THE PERMIT REGISTER

MULTIPLEX

WESTERN AUSTRALIA

PIPEWORK PRESSURE TEST - PERMIT

WA HSE PTW FRM 634

SECTION 1A: PRESSURE TEST REQUEST (SUBCONTRACTOR (SC) / PERSON PLANNING PRESSURE TEST TO COMPLETE)			
PROJECT:		**PERMIT №:**	
SC/COMPANY NAME		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
DESCRIPTION OF WORK:			
LOCATION OF WORK (ATTACH PLAN):			
DATE REQUIRED FROM:	TIME:	DATE REQUIRED TO:	TIME:

SECTION 1B: SYSTEM DESCRIPTION		**SECTION 1C:** TEST PARAMETERS	
HYDRAULIC	IN-GROUND ☐ SUSPENDED ☐	TOTAL SYSTEM TEST ☐	PARTIAL SYSTEM TEST ☐
DRAINAGE	SIPHONIC ☐ STORM ☐ SANITARY ☐	HYDROSTATIC PRESSURE TEST ONLY	☐
FIRE SERVICE	HYDRANT ☐ SPRINKLER SYSTEM ☐ GAS ☐	[1] HYDROSTATIC PRESSURE TEST ≥ 2000kPa	☐
MECHANICAL	CHILLED ☐ HEATED ☐ REFRIGERANT ☐	[2] PNEUMATIC INTEGRITY TEST ONLY 50kPa MAXIMUM	☐
GAS/FUEL	NATURAL ☐ LPG ☐ MEDICAL ☐ DIESEL ☐	[2] PNEUMATIC INTEGRITY TEST→ HYDROSTATIC PRESSURE TEST	☐
OTHER	☐ ▶ _____	[2] PNEUMATIC INTEGRITY TEST→ [3] PNEUMATIC PRESSURE TEST	☐

[1] **Hydrostatic Pressure Test** ≥ 2000kPa requires MPX Site Manager/Services Manager approval and valid out of hours work permit, where applicable.
[2] Maximum test pressure for **pneumatic integrity test** is 50 kPa.
[3] **Pneumatic pressure test** > 50kpa requires MPX Site Manager/Services Manager approval and/or valid 'out of hours' work permit, where applicable.

SECTION 2: SC to COMPLETE and VERIFY

CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site			**SC VERIFICATION**	
SWP / SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator		(R)	☐ Yes	
Information	Manufacturers specifications and guidelines available		(R)	☐ Yes	
	Nominal system working pressure	kPa		☐ Verified	
	Maximum test pressure	kPa		☐ Confirmed	
	Duration of pressure test	Minutes		☐ Confirmed	
Pre-test inspection	Pre-test pipe inspection completed?			☐ Yes	
	Valve's isolated (closed) at limits of test zone and lock out / tag out applied?			☐ Yes ☐ N/A	
	Pressure gauge installed, air vents / bleed off valves operable			☐ Yes ☐ N/A	
	Clean up equipment readily available in test area			☐ Yes ☐ N/A	
	Exclusion zone/s established and signage displayed			☐ Yes	
	Method of communication agreed and established e.g. two way radio			☐ Yes	
	Test gauge calibration certificate number	№		☐ Yes	
[1]Hydrostatic Pressure test [3]Pneumatic Pressure test	MPX Site / Services Manager approval and / or Out of hours permit validated		(R)	☐ Yes	☐N/A
	Notifications complete		(R)	☐ Yes	☐N/A
Pump/Comp. Attendant	Nominated pump / compressor attendant:	NAME:		☐ Confirmed	
Monitoring	Number of persons allocated to carry out monitoring of pipework system during test	№		☐ Confirmed	
Witness	Witness authority scheduled to attend test			☐ Yes ☐ N/A	
Records	Inspection and test plan (ITP) available			☐ Yes ☐ N/A	

HOLD POINT SECTIONS 1 & 2 MUST BE COMPLETED AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: AUTHORITY TO TEST (SC's & MPX TO COMPLETE)

PERMISSION TO PRESSURE TEST AUTHORISED SUBJECT TO: Testing to be in accordance with manufacturer's specifications/ guidelines, SWP / SWMS / JSA and applicable Inspection & Test Plan (ITP). INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES		**NAME**	**SIGNATURE**	**DATE**
TESTER				
PERMIT HOLDER: SC MGR / SUPERVISOR				
[1 / 3] MPX MANAGER	☐ N/A			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR				
***SECTION 4:** VALIDATION PERIOD		Valid from: AM/PM on / /	to AM/PM on / /	

***SECTION 5:** CLOSE OUT BY PERMIT ISSUER

PRESSURE TEST	UNSUCCESSFUL RE-TEST REQUIRED	☐	SUCCESSFUL			☐
ISOLATIONS	NOT YET REMOVED	☐	REMOVED			☐
SYSTEM STATUS	FURTHER WORK REQUIRED	☐	NOT YET IN SERVICE	☐	COMMISSIONED & OPERABLE	☐

NAME:	SIGNATURE:	DATE:

PERMIT TO BE DISPLAYED IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER

EXAMPLE NOMINAL WORKING & TEST PRESSURES			
Do not rely on valves to isolate sections of the pipe work, unless the manufacturer states that the valve is suitable for maximum test pressure differential.			
Australian Standards & the manufacturer's specifications are required to be verified prior to any test.			
SERVICE		**NOMINAL WORKING PRESSURE: kPa**	**MAXIMUM TEST PRESSURE: kPa**
HYDRAULIC	Cold water (CW)	1000	1500
	Hot water (HW)		
	Non-potable water (NPW)		
DRAINAGE	Sanitary	>0	15
	Siphonics, storm-water	>0	30
FIRE	Hydrant	1300	1950
	Sprinkler pipe	1200	1600
	Gas	1000	1500
MECHANICAL	Chilled water (CW)	700	1050
	Low pressure hot water (LPHW)		
	Condenser water (CW)		
	Refrigerant	*1500-High side *1000-Low side *Refrigerant dependant	2250-High side 1500-Low side
GAS	Natural	7	10.5
	Liquefied petroleum (LP)		
MEDICAL GAS	Oxygen, medical air, nitrous oxide	400	620
	Air tools	1200	1800
	Vacuum	95	140
STEAM	Clean (medical)	500	750

MULTIPLEX

WESTERN AUSTRALIA

PRECAST CONCRETE ELEMENTS

WA HSE PTW FRM 632

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE	
PROJECT:	**PERMIT №:**
SC/COMPANY NAME:	CONTACT NUMBER:
NAME OF PERSON REQUESTING (PERMIT HOLDER):	
DESCRIPTION OF WORK:	
LOCATION OF WORK REFERENCED TO GRID (Attach plan):	

SECTION 2: SC to COMPLETE and VERIFY			
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit / available on site. HRWL means high risk work license		**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Pre-verification	Precast concrete elements checklist (WA HSE PRV FRM 602) complete and records available on-site	(R)	☐ Yes
Structural Engineer	Structural engineer sign-off received on the precast design and shop drawings	(R)	☐ Yes
Work Plan / Erection sequence	A work plan inclusive of erection sequence and shop drawings available, copy provided to MPX and retained in the workplace. Panel casting certificates available, confirming precast elements have reached required concrete strength for lifting.	(R)	☐ Yes
Temporary propping	Temporary bracing / propping design available and agreed to be followed	(R)	☐ Yes
Foundations / structure	Building foundations/structure have reached design strength to permit precast elements erection		☐ Confirmed
Precast concrete elements	Precast concrete elements have reached design strength to permit precast elements erection		☐ Confirmed
Type of crane used	Tower crane ☐ Mobile crane ☐ Outrigger / Mobile crane permit №► _____	(R)	☐ Yes
Training	Employees involved in erection of precast concrete elements are trained / licensed in the following► SC Supervisor RI HRWL ☐ Supervise Tilt-Up Construction (CPCCBC4022) ☐ All Employees RB HRWL(min) ☐ Identify requirements for safe tilt-up (CPCCCM1016) ☐ Work Safely at Heights (RIIWHS204) ☐		☐ Yes
Work at heights	The following equipment will be used to work safely at heights► Scaffold ☐ MEWP ☐ Work box ☐ Fall restraint/arrest device ☐		☐ Yes
Traffic management	Traffic management plan established for delivery of precast elements to the project & work area		☐ Yes
Delivery	Precast elements planned to be delivered - secured individually and evenly distributed on trucks		☐ Yes
Storage	Precast elements suitably stored to minimise the likelihood of impact between elements. Racking systems / supports designed and suitable for precast elements.		☐ Yes ☐N/A
Specialised lifts	Lift study completed for all precast concrete elements (specialised lift). Shop drawings consulted to identify lifting arrangements of precast elements. (refer to outrigger, mobile crane, piling rig permit)		☐ Yes
Levelling pad / shims	Levelling pad / shim requirements defined and known? 40mm(H) [max] x 150mm(L) [min] x 100mm(W) [min]		☐ Yes
Weather	Have the prevailing weather conditions been assessed?		☐ Yes
Barricading & Signage	Exclusion zones established (minimum 1.5 times the height of the tallest precast element) Confirm type ► Temp. fencing ☐ Hard barriers ☐ + Signage ☐		☐ Confirmed
Additional permits to work required	Concrete coring, cutting, drilling ☐ Hot work ☐ Work box ☐ Outrigger, mobile crane, piling rig ☐ Service/s isolation ☐ Other► _____ ☐	(R)	☐ Yes ☐ N/A
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?		☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:		

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to erect precast concrete elements is granted, subject to conditions noted below: LIST ANY SPECIFIC SITE CONDITIONS HERE

End of shift inspection to be completed by Rigging Supervisor

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
PERMIT HOLDER: SC MGR / SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD (MAX. 7 DAYS)	Valid from: AM/PM on / / to AM/PM on / /		

END OF SHIFT INSPECTION – TO BE COMPLETED BY RIGGING SUPERVISOR

Precast concrete elements are braced / propped in accordance with work plan / erection sequence, all bolts torqued as per requirements & exclusion zones in place.

DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL
MON ☐		TUES ☐		WEDS ☐		THURS ☐		FRI ☐		SAT ☐		SUN ☐	
TIME:		TIME:		TIME:		TIME:		TIME:		TIME:		TIME:	

***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	Have the precast concrete elements been installed / made safe: ☐ N/A ☐ Yes ☐ No, if no why not?
NAME:	SIGNATURE: DATE:

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE & PERMIT COPIED TO PERMIT REGISTER.

MULTIPLEX

WESTERN AUSTRALIA

ROOF ACCESS

WA HSE PTW FRM 635

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE			
PROJECT:		**PERMIT №:**	
SC/COMPANY NAME:		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
NAME OF PERSONS WORKING UNDER THIS PERMIT:			
NAME	INITIAL	NAME	INITIAL
DESCRIPTION OF WORK:			
LOCATION OF WORK REFERENCED TO GRID (Attach plan):			

SECTION 2: SC to COMPLETE and VERIFY				
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site			**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator		(R)	☐ Yes
	Are rescue/emergency procedures prescribed in SWMS/JSA		(R)	☐ Yes
Access egress	Building stair ☐ Access Ladder ☐ Work box ☐ MEWP ☐ Scaffold stair ☐ Stretcher access ☐ Suspended scaffold (swing stage) ☐ Building maintenance unit ☐			☐ Yes
Weather conditions	Have the prevailing weather conditions been assessed /are they confirmed as favourable?			☐ Yes
Communication equipment	Two-way radio ☐ Mobile phone ☐			☐ Confirmed
Emergency equipment & procedures	Rescue/emergency procedures in place and understood by all persons?		(R)	☐ Confirmed
	Retrieval equipment ☐ First aid ☐ Fire extinguisher ☐ Rescue cage ☐ Rescue stretcher ☐ Comms equipment ☐			☐ Confirmed
Risk of fall (specify type of control)	A. Fall prevention device ▶ Edge protection ☐ Secure fence ☐ Working platform ☐ Cover ☐			☐ Yes ☐ **No**
	B. If **No**, Work positioning system ▶ Fall restraint device (harness) ☐ Rope access ☐			☐ Yes ☐ **No**
	C. If **No**, Fall arrest system ▶ Static line ☐ Temporary anchorage ☐ Fall arrest device (harness) ☐ Permanent anchorage ☐			☐ Yes
Training	Persons trained in Work Safely at Heights (RIIWHS204E)?		(R)	☐ Yes ☐ N/A
Skylights	Are any skylights installed ☐ Yes ☐No	If yes, is access onto skylights required?		☐ Yes ☐ No
	If yes, verify controls included in SWMS	What is the SWL (Kg) of the skylight ▶		☐ Confirmed
Plastic / brittle roof sheets	Are any plastic or brittle roof sheets installed?			☐ Yes ☐ No
	If yes, verify controls are in place, and documented in SWMS and signage installed		(R)	☐ Confirmed
Falling objects	Can objects (i.e, tools and building materials) fall?			☐ **Yes** ☐ No
	If **Yes**, where objects may fall confirm they are adequately secured (i.e., tool tethering)			☐ Confirmed
Exclusion zones established (at levels with falling object risk)	Fencing ☐ Hard barriers ☐ Flagging/paramesh ☐ & Signage ☐			☐ Yes ☐ N/A
Service isolations	Are service isolations required?			☐ Yes ☐ No
	Electrical ☐ Hydraulic ☐ Mechanical ☐ Fire ☐ Gas ☐ Other ☐ ▶			☐ Yes ☐ N/A
	Service isolations confirmed / recorded	Permit №: ▶	(R)	☐ Yes ☐ N/A
Other permits to work required	Concrete coring, cutting, drilling ☐ Confined space entry ☐ Demolition ☐ Hot work ☐ Work box ☐ Outrigger, mobile crane etc. ☐ Pressure test – pipe work ☐ Other ▶ ☐		(R)	☐ Yes ☐ N/A
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?			☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:			

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETED AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to access and work on roof is granted, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
PERMIT HOLDER: SC MGR/SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD	Valid from: AM/PM on / /	to AM/PM on / /	
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

Has all equipment, materials and debris been removed from the roof ☐ Yes

Where applicable have the services been re-instated: ☐ N/A ☐ Yes ☐ No, if no why not?

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

MULTIPLEX

WESTERN AUSTRALIA

SERVICE(S) ISOLATION

WA HSE PTW FRM 636

SECTION 1: REQUEST FOR SERVICE ISOLATION (TO BE COMPLETED BY PERSON REQUIRING SERVICE/S TO BE ISOLATED)			
PROJECT:		**PERMIT №:**	
NAME OF PERSON REQUESTING: CONTACT NUMBER: SIGNATURE:			
SUBCONTRACTOR/COMPANY NAME: DATE OF REQUEST (MIN.24 HR NOTICE):			
MPX AREA /ZONE SUPERVISOR NAME:			
LOCATION OF WORK (ATTACH PLAN): DESCRIPTION OF WORK:			
DATE REQUIRED FROM :	TIME:	DATE REQUIRED TO:	TIME:

SECTION 2 A: SERVICE ISOLATION REQUEST – RISK ASSESSMENT (TO BE COMPLETED BY MPX)					
RECEIVED BY:	NAME:	SIGNATURE:		DATE RECEIVED:	
What services require isolation?	☐ [1]ELECTRICAL	☐ HYDRAULIC	☐ FIRE	☐ MECHANICAL	☐ GAS
Are any services required to remain [2]ENERGISED?			☐ **YES** ☐ **NO**		
If YES - which services?	☐ [1]ELECTRICAL	☐ HYDRAULIC	☐ FIRE	☐ MECHANICAL	☐ GAS
If YES - drawing to be attached and ENERGISED services highlighted		Drawing ref:			
If YES - why can't this / these services be isolated?					

[1]ELECTRICAL –Work to be in accordance with WA Electrical safe work standard

[2]ENERGISED – Work on energised services is only permitted where absolutely necessary for fault finding, testing, commissioning or where supply cannot be interrupted in cases such as those services supporting critical utilities. Safe work methodology to be submitted to MPX for review prior to commencement.

Will other facilities / contractors be affected by the isolations ☐ Yes ☐ No, If yes specify the facilities / contractor/s affected:

SECTION 2 B: PERMISSION TO ISOLATE (TO BE COMPLETED BY MPX PERMIT ISSUER & AUTHORISED ISOLATORS)			
PERMIT ISSUER:	NAME:	SIGNATURE:	DATE AUTHORISED:
PERMIT HOLDER: (MPX AREA /ZONE SUPERVISOR.)		NAME:	

PERMISSION TO ISOLATE IS AUTHORISED, SUBJECT TO: Record of isolations completed and displayed in work area/zone. Notification has been issued to all persons/contractors affected by the service isolation.

INSERT ANY SPECIFIC CONDITION/s HERE

ISOLATION VALIDATION PERIOD	Valid from: AM/PM on to AM/PM on			
AUTHORISED ISOLATORS	**NAME**		**SIGNATURE**	**DATE**
ELECTRICAL CONTRACTOR	☐ N/A			
HYDRAULIC CONTRACTOR	☐ N/A			
FIRE CONTRACTOR	☐ N/A			
MECHANICAL CONTRACTOR	☐ N/A			
GAS CONTRACTOR	☐ N/A			

HOLD POINT: PERMIT ISSUER MUST VERIFY SECTIONS 2A + 2B (ABOVE) ARE COMPLETE & SERVICES HAVE BEEN ISOLATED

SECTION 3: SERVICE/S ISOLATION COMPLETE, AUTHORITY TO COMMENCE WORK (MPX PERMIT ISSUER & HOLDER TO COMPLETE)			
PERMIT ISSUER: NAME:	SIGNATURE:		DATE:

PERMIT HOLDER APPROVED TO AUTHORISE SUBCONTRACTOR TO COMMENCE WORK, SUBCONTRACTOR HAS BEEN INFORMED THAT REQUIRED SERVICE/S ARE ISOLATED

PERMIT HOLDER (MPX AREA / ZONE SUP.)	NAME	SIGNATURE	DATE

SECTION 4: CLOSE OUT (PERMIT HOLDER & ISSUER TO COMPLETE)			
4A: Confirming that scope of work is complete, isolations can be removed and services re energised .			
PERMIT HOLDER	NAME:	SIGNATURE:	DATE:
4B: Confirming all isolations have been removed and services re-energised.			
PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

RECORD OF ISOLATION & PERMIT TO BE DISPLAYED IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER

SERVICE(S) ISOLATION REGISTER

PERMIT №:			WORK AREA / ZONE:					
SERVICE ISOLATED (PLANT/SERVICE ID)	SERVICE CONTRACTOR (AUTHORISED ISOLATOR)	NAME	VERIFICATION OF ISOLATION			CONFIRMATION OF ENERGISATION		
			ISOLATED		SIGNATURE	RE-ENERGISED		SIGNATURE
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		
			TIME			TIME		
			DATE			DATE		

MULTIPLEX

WESTERN AUSTRALIA

STRUCTURAL STEEL ERECTION

WA HSE PTW FRM 637

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE	
PROJECT:	**PERMIT №:**
SC/COMPANY NAME:	CONTACT NUMBER:
NAME OF PERSON REQUESTING (PERMIT HOLDER):	
DESCRIPTION OF WORK:	
LOCATION OF WORK REFERENCED TO GRID (Attach plan):	

SECTION 2: SC to COMPLETE and VERIFY

CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit / available on site. (HRWL) means high risk work license		**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator	(R)	☐ Yes
Pre-verification	Structural steel erection checklist (WA HSE PRV FRM 603) complete and records available on-site	(R)	☐ Yes
Structural Engineer	Structural engineer sign-off received on the structural steel design and shop drawings	(R)	☐ Yes
Erection Sequence	Erection sequence + drawings available, copy provided to MPX and retained in the workplace	(R)	☐ Yes
Temporary propping	Temporary bracing / propping design available and followed	(R)	☐ Yes
Foundations / structure	Building foundations/structure have reached design strength to permit structural steel erection		☐ Confirmed
NDT weld tests	NDT weld tests have been conducted on fabricated steel welded connections	(R)	☐ Yes
Type of crane used	Tower crane ☐ Mobile crane ☐ Outrigger / Mobile crane permit №▶	(R)	☐ Yes
Training	Employees involved in structural steel erection are trained / licensed in the following▶ RI HRWL (SC supervisor) ☐ RB HRWL (minimum) ☐ Work at heights(RIIWHS204) ☐		☐ Yes
Work at heights	The following equipment will be used to work safely at heights▶ Scaffold ☐ MEWP ☐ Work box ☐ Fall restraint / arrest device ☐		☐ Yes
Traffic management	Traffic management plan established for delivery of structural steel to the project & work area		☐ Yes
Delivery	Structural steel planned to be delivered - in a secure and organised manner for safe unloading		☐ Yes
Specialised lifts	Lift study completed for specialised lifts (refer to outrigger, mobile crane, piling rig permit)		☐ Yes ☐N/A
Weather	Have the prevailing weather conditions been assessed?		☐ Yes
Barricading & Signage	Confirm type▶ Temp. fencing ☐ Hard barriers ☐ + Signage ☐		☐ Yes
Additional permits to work required	Concrete coring, cutting, drilling ☐ Hot work ☐ Work box ☐ Outrigger, mobile crane, piling rig ☐ Service/s isolation ☐ Other▶ ☐	(R)	☐ Yes ☐ N/A
Other contractors	Are other contractors involved with or affected by the work process & have they been informed?		☐ **Yes** ☐ N/A
	If **Yes**, specify the contractor/s involved or affected:		

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETE AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to erect structural steel is granted, subject to conditions noted below: INSERT ANY SPECIFIC SITE CONDITIONS HERE

End of shift inspection to be completed by Rigging Supervisor

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
PERMIT HOLDER: SC MGR/SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD (MAX. 7 DAYS)	Valid from: AM/PM on / / to AM/PM on / /		

END OF SHIFT INSPECTION – TO BE COMPLETED BY RIGGING SUPERVISOR

Structural steel is braced / propped in accordance with work plan / erection sequence, all bolts torqued as per requirements & exclusion zones in place.

DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL	DAY	INITIAL
MON ☐		TUES ☐		WEDS ☐		THURS ☐		FRI ☐		SAT ☐		SUN ☐	
TIME:		TIME:		TIME:		TIME:		TIME:		TIME:		TIME:	

***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	Has the structural steel components been installed / made safe: ☐ N/A ☐ Yes ☐ No, if no why not?
NAME:	SIGNATURE: DATE:

PERMIT TO BE DISPLAYED IN WORK AREA / ZONE & PERMIT COPIED TO PERMIT REGISTER.

MULTIPLEX

WESTERN AUSTRALIA

WORK BOX – SUSPENDED FROM CRANE

WA HSE PTW FRM 629

SECTION 1: SUBCONTRACTOR (SC) TO COMPLETE			
PROJECT:		**PERMIT №:**	
SC/COMPANY NAME:		CONTACT NUMBER:	
NAME OF PERSON REQUESTING (PERMIT HOLDER):			
DESCRIPTION OF WORK WITH WORK BOX:			
LOCATION OF WORK REFERENCE TO GRID (Attach plan):			
CRANE MAKE/MODEL:		CAPACITY _____TON	Registration №:
WORK BOX MAKE/MODEL:		CAPACITY _____KG	Registration №:

SECTION 2: SC to COMPLETE and VERIFY				
CONTROLS CHECKLIST	**ACTIONS** (R), means record to be attached to the permit and or available on site			**SC VERIFICATION**
SWMS / JSA	Submitted & reviewed by MPX Site Manager / Supervisor / Engineer / Project Coordinator		(R)	☐ Yes
Lifting equipment	Lifting equipment inspected, tagged and in good condition			☐ Yes
Type of crane used	Tower crane ☐ Mobile crane ☐	Outrigger permit № ▶	(R)	☐ Yes
Other permits required	Specify ▶		(R)	☐ Yes ☐ No
Training	Occupants trained - work safely at heights (RIIWHS204)		(R)	☐ Yes
Work box	Work box certified with SWL/test date/max № of persons displayed in cage/basket			☐ Yes
	Max. number of occupants permitted within the work box ▶		(R)	☐ Yes
	All lifting points free from damage			☐ Yes
	Work box structurally inspected			☐ Yes
	Gate opens inwards			☐ Yes
	Shackles secured and moused			☐ Yes
Exclusion zone and spotter	Area beneath lifting zone barricaded and clear			☐ Yes
	No overhead hazards in lifting zone			☐ Yes
	Spotter nominated. Name ▶			☐ Yes
Method of communication	Method of communication (specify) ▶			☐ Yes
Weather	Weather conditions checked and acceptable			☐ Yes
Fall restraint / arrest device	Fall restraint / arrest device (harness) inspected, tagged and in good condition		(R)	☐ Yes
Safe work requirements	Crane operator to remain at controls at all times whilst work box occupied			☐ Confirmed
	No travel of mobile crane with work box on the hook	Tower Crane ☐ N/A		☐ Confirmed
	No other lifting to be carried out while the crane is used with work box			☐ Confirmed
	All movements to be conducted at low speed			☐ Confirmed
	Free fall lock out applied			☐ Confirmed
	Persons materials/equipment to be within box/cage at all times			☐ Confirmed
	Tool restraints / lanyards fitted to tools			☐ Confirmed

HOLD POINT: SECTIONS 1 & 2 MUST BE COMPLETED AND RECORDS VERIFIED BY MPX PRIOR TO SECTION 3 SIGN OFF

SECTION 3: SIGN OFF (SC's & MPX TO COMPLETE)

Permission to use work box is granted, subject to conditions noted below: INSERT ANY SITE SPECIFIC CONDITIONS HERE

SIGNATORIES	**NAME**	**SIGNATURE**	**DATE**
CRANE OPERATOR			
DOGMAN / RIGGER			
CAGE OCCUPANT 1 ☐			
CAGE OCCUPANT 2 ☐ N/A ☐			
PERMIT HOLDER: SC MGR / SUPERVISOR			
*PERMIT ISSUER: MPX SITE MGR / SUPERVISOR / ENGINEER / PROJECT COORDINATOR			
***SECTION 4:** VALIDATION PERIOD	Valid from: AM/PM on / /	to AM/PM on / /	
***SECTION 5:** CLOSE OUT BY PERMIT ISSUER	NAME:	SIGNATURE:	DATE:

PERMIT TO BE AVAILABLE IN WORK AREA / ZONE AND PERMIT COPIED TO PERMIT REGISTER.

Appendix 11 – Health and Safety Handbook

https://healthandsafety.multiplexhandbooks.global

Password: **Mult!ple#**

Appendix 12 – WA People and Environment Procedures and Standards

MULTIPLEX

P E O P L E & E N V I R O N M E N T

P R O C E D U R E S & S T A N D A R D S
W E S T E R N A U S T R A L I A

REVISION 2.4

CONTENTS

1. PEOPLE & WORKING ENVIRONMENT 2
- **1.1 Legislation and Other Requirements** 2
- **1.2 Project Establishment** 4
- **1.3 Subcontractor Management** 5
- **1.4 Training, Competency & Induction** 8
- **1.5 Visitors and Work Experience People** 10
- **1.6 Fitness for Work** 11
- **1.7 Fatigue Management** 13
- **1.8 Mental Health and Wellbeing** 15
- **1.9 Refusal to Work / Dispute Resolution** 16
- **1.10 Workplace Audits and Inspections** 17
- **1.11 Workplace Communication and Consultation** 18

2. ENVIRONMENTAL PROCEDURES & STANDARDS 19
- **2.1 Dust and Air Quality** 20
- **2.2 Flora and Fauna** 22
- **2.3 Heritage** 24
- **2.4 Land Contamination** 26
- **2.5 Waste Minimisation** 28
- **2.6 Water Quality** 31

3. LEGAL AND OTHER REQUIREMENTS 33

EXPLANATORY NOTES

This manual is designed to be an informative reference for the identification of:

- Health, safety and environmental procedures and standards
- Specific planning and operational requirements
- Hazards and risks
- Legal and other requirements.

The manual can be used for:

- Project and trade risk workshops
- Review of safe work methodology / procedures, and
- Review of emergency / incident response and management information.

This manual is arranged into 3 sections:

1. People and Working Environment
2. Environmental Procedures and Standards
3. Legal & other requirements

Each section is generally arranged to describe:

- Design / planning requirements, and
- Operational requirements

Text References

Icons and bold lettering has been included to highlight specific requirements:

Ē References to an engineering / certification requirement.

P References to a permit to work requirement.

Ř References to a record keeping requirement.

Š References to a safe work method statement (SWMS) / written plan requirement.

⚠ References to a specific hazard or specific requirement.

Bold text references to specific MPX documents.

ABBREVIATIONS AND DEFINTIONS

ABBREVIATION	DEFINTION
HSE	Health, Safety, Environment
HSMP	Health and Safety Management Plan
MPX	Multiplex in Western Australia
SWMS	Safe Work Method Statement

1. PEOPLE & WORKING ENVIRONMENT

1.1 Legislation and Other Requirements

Document Reference: WA HSE SW STD 213

» Work health and safety laws apply to all MPX projects, legislation and other requirements include but are not limited to:
  - Occupational Health and Safety Act 1984
  - Occupational Health and Safety Regulations 1996
  - Approved Codes of Practice
  - Australian Standards.

» All people working on MPX projects have specific duties and responsibilities under the work health and safety laws.

» A register of legal and other requirements is maintained on Connect on **Legal and Other Requirements WA HSE PLN 070.**

» Copies of relevant Legislation, Codes of Practice and Australian Standards, are required to be available on site.
  - Where hard copies of relevant Legislation, Codes of Practice and Australian Standards are not available, they can be accessed via the Internet / MPX Intranet.

» MPX policies, procedures and standards are aligned to applicable health, safety and environmental laws, codes and Australian standards.

Anti-discrimination

» Anti-discrimination laws apply to all Australian workplaces.

» Discrimination can be illegal if it is based on a person's:
  - Age
  - Disability
  - Race, including colour, national or ethnic origin or immigrant status
  - Sex, pregnancy, marital or relationship status, family responsibilities or breast feeding
  - Sexual orientation, gender identity or inter sex status.

» MPX does not tolerate bullying, discrimination or harassment of any kind.

Building Code

» MPX projects are governed by the Building Code.

» The Building Code promotes fair, cooperative and productive workplace relations and this Code is enforced and audited by the Australian Building and Construction Commission.

» The Code details the requirements of 'Freedom of Association', which means that all employees and contractors have the right to decide for themselves if they want to join or not join an industrial association.

» It is unlawful for workers to be pressured by an industrial association or by their employer to make a decision about joining, not joining or leaving an industrial association. This is a decision for each person and MPX will always respect their decision.

Mobile Phones, Music and Photographic Devices

» Mobile phones are not permitted to be used whilst operating light vehicles, mobile plant or equipment or when refuelling plant or when walking through trafficable areas.

» Mobile phones are only permitted to be used in non- trafficable areas, away from operating plant and equipment, where mobile phone usage is required:

- Move to a designated pedestrian walkway or similar
- Pay attention to your surroundings.

» Personal music devices requiring the use of headphones are not permitted in MPX construction zones.

» Radios playing music etc. are required to have the volume kept to a minimum such they can only be heard in close proximity. Radios playing loudly or playing offensive lyrics or left on after work hours will be removed from site.

- MPX reserves the right to remove or prohibit the use of radios.

» Taking photographs or recording videos is not permitted unless authorised by MPX.

Smoking

» Smoking is only permitted in designated areas.

» Designated smoking areas are required to have:

- A fire extinguisher
- Industrial ash tray
- Signage.

Unacceptable Behaviour

» Unacceptable behaviour includes:

- Behaviour that results in a negative impact on the public, neighbours or adjacent businesses
- Bullying / harassment
- Damage or misuse of amenities, safety or emergency equipment
- Discrimination
- Display of offensive material (such as pornography)
- Fighting / violence
- Malicious actions which threatens or is likely to cause harm to others or damage to property
- Sabotage of equipment
- Smoking in non-designated areas
- Theft
- Vandalism
- Urination / defecation in any place other than a toilet
- Possession of any type of weapons
- Possession of drugs
- Working under the influence of alcohol or drugs
- Unauthorised photography / video recording

» MPX reserves the right to sanction disciplinary action for any person displaying or engaging in unacceptable behaviour's.

Disciplinary Action

» Where a MPX employee or subcontractor is found to be in serious breach of a health and safety procedure, legislative requirement, or other health and safety related instruction, MPX reserves the right to take formal disciplinary action which may include but is not limited to suspension of work and or denial of access to any MPX project.

1.2 Project Establishment

Document Reference: WA HSE SW STD 219

Planning

» MPX considers upfront planning to be critical for the successful delivery of a construction project. During the project planning phase, matters for consideration include but are not limited to those listed in Table 1.2.1, in addition to the client's requirements / project brief and construction methodology.

TABLE 1.2.1 PROJECT ESTABLISHMENT - CONSIDERATIONS

ITEM	CONSIDERATIONS
Access control	Access for people – designated entry / exit points gates, turnstiles Access for plant / deliveries – gates, delivery bookings / schedules
Amenities / offices	Location, access, capacity, maintenance, fire rating / protection
Competency and training	MPX staff and construction worker training /competency requirements
Communications	Two way radios, phones, internet
Documented site data	Geotechnical / dilapidation / hazardous materials surveys / reports
Environmental	Requirements for the management of dust, heritage, noise, vibration
First aid / emergencies	Trained people, facilities, equipment – first aid / fire / emergency equipment, emergency assembly area
HSE management systems	Project risk workshops, project inductions, trade risk workshops, pre-commencement meetings, HSE documents, forms, records, project management plans – health & safety, environmental, emergency, drug & alcohol
Logistics	External traffic control / management – public roads, footpaths, internal traffic control / management – plant and pedestrians, materials handling - deliveries, loading and unloading, loading bays, cranes, loading platforms, hoists, concrete pumps, materials storage – laydown areas, vertical transport
Public safety	Hoardings, perimeter fencing / external works fencing, gantries, gates (temporary / permanent), warning signage, containment sheeting / shade cloth on perimeter scaffolding, plant and equipment – secured / isolation, lighting - access, effect of neighbours or residences, complaints management
Security	Gate management / access control systems (e.g. turnstiles), security patrols, monitoring via closed circuit television (CCTV), prevention of unauthorised access - lockable gates, assessment of potential access points, mobile plant security, project shut down periods, hoarding around tower crane bases
Services	Identification of existing overhead / underground services – dial before you dig, scanning. Temporary services (power, lighting, water, toilets/sewerage, trade wash-out)
Signage	Builder registration, site supervisor contact, construction site, traffic management, gates
Stakeholder engagement	Councils, main roads, neighbours / residents, utility owners, stakeholders
Waste management	Collection, removal, skips, bins, waste segregation / storage
Working hours	Permitted / approved construction work hours, planning for specific 'out of hours' construction activities

1.3 Subcontractor Management

Document Reference: WA HSE SW STD 222

General Requirements

» Subcontractors are required to comply with all applicable health and safety legislative and regulatory requirements the Subcontract Agreement, MPX Project HSMP, **Subcontractor Compliance Requirements WA SCM DOC 402 / Tenancy fit out HSE compliance requirements WA HSE SCM 403** and this HSE Manual.

Ř Subcontractors are required to submit for their scope of work a HSMP and any referenced documents for review prior to their commencement of work on the Project. The review shall be documented.

» Subcontractors are required to actively participate in trade / construction risk workshops for their scope of work and any other subcontractor interface meetings.

» Subcontractors are required to provide a suitably qualified, site based employee to attend health and safety meetings as and when requested.

» Subcontractors are responsible for their secondary subcontractors that they engage to complete their scope of work. Including verification that secondary subcontractors:

Ř Have valid workers compensation and public liability insurance, which is to be provided to MPX on request

Ř Acknowledge the primary subcontractors HSMP by signing **Secondary SC HSE plan sign off WA HSE SCM TEM 443** or similar.

» Secondary subcontractors are required to be supervised by the primary subcontractor.

Ř Subcontractors are required to submit to MPX for review SWMS prior to the commencement of any high risk work.

» Subcontractors are required to have available for audit by MPX or a Regulatory Authority, health and safety records and any other related documentation.

- Health and safety records and any other documentation must be provided without delay.

» Subcontractors are required to investigate and report on any non-conformance, incident or injury within agreed or otherwise specified timeframes.

» Subcontractors are required to cease any work and make safe as directed by MPX or any Regulatory Authority.

Subcontractor On-boarding and Prequalification

» Subcontractors may opt to undertake pre-qualification for their Health and Safety Management Systems (HSMS). This will include the submission of a HSMP and referenced documents for review. Once their HSMS is pre-qualified, the subcontractor is then required to submit site specific HSE documentation, applicable to the work being done on site.

» All subcontractor documentation must be submitted for review to a nominated HSE Advisor at least ten (10) days prior to their commencement of work on site, unless otherwise agreed. This is required to be in OHSE Management Plan format (‘subby pack’) or equivalent.

- MPX has available for WA projects, a template HSMP for subcontractor use if required.

» Subcontractors are required to identify in their documentation any other subcontractors (secondary subcontractors) they engage to complete their scope of work. Subcontractors are responsible to manage their secondary subcontractors in accordance with their HSMP.

» When subcontractor HSE documentation has been received, a nominated HSE Advisor will review the documentation against predetermined criteria for their scope of work, i.e.:

- **HSE Prequalification regional WA HSE SCM FRM 410**, and / or
- **HSE Prequalification project WA HSE SCM FRM 411**, and / or
- **HSE Management plan review minor WA HSE SCM FRM 412**, and / or
- **HSE Management plan review tenancy fit out WA HSE SCM FRM 413**

Ř When the applicable criterion has been satisfied, the prospective subcontractor shall be notified by MPX.

» Subcontractors are required to have a nominated person or people attend a project specific HSE pre-commencement meeting. This meeting will identify site specific documentation needed to be submitted to MPX for review. The documentation may include but may not be limited to:

- Subcontractor people information
- Plant and equipment information
- Registration for the site access control system
- HSMP
- Site specific registers
- Site/task specific SWMS.

» When project qualification has been satisfied, the subcontractor may commence arrangements for on boarding of people, plant / equipment and materials.

- Refer to Figure 1.3.1. For an over view of subcontractor pre-qualification.

Subcontractor Monitoring

» MPX will monitor subcontractor work activities in accordance with procedure Contractor Management AUS IMS P 060 to verify that subcontractors are carrying out work in accordance with HSE compliance requirements and this HSE manual. Subcontractors will be monitored via

- Ongoing and informal visual inspections by supervisors
- Health and safety inspections
- Observation of work practices and adherence to SWMS
- Subcontractor audits.

» MPX reserve the right to review or suspend any work that does not meet the requirements of:

- Health and safety legislation / regulations
- Subcontract Agreement
- MPX Project HSMP
- This Manual, or Health & Safety Handbook (on Connect)
- Their SWMS.

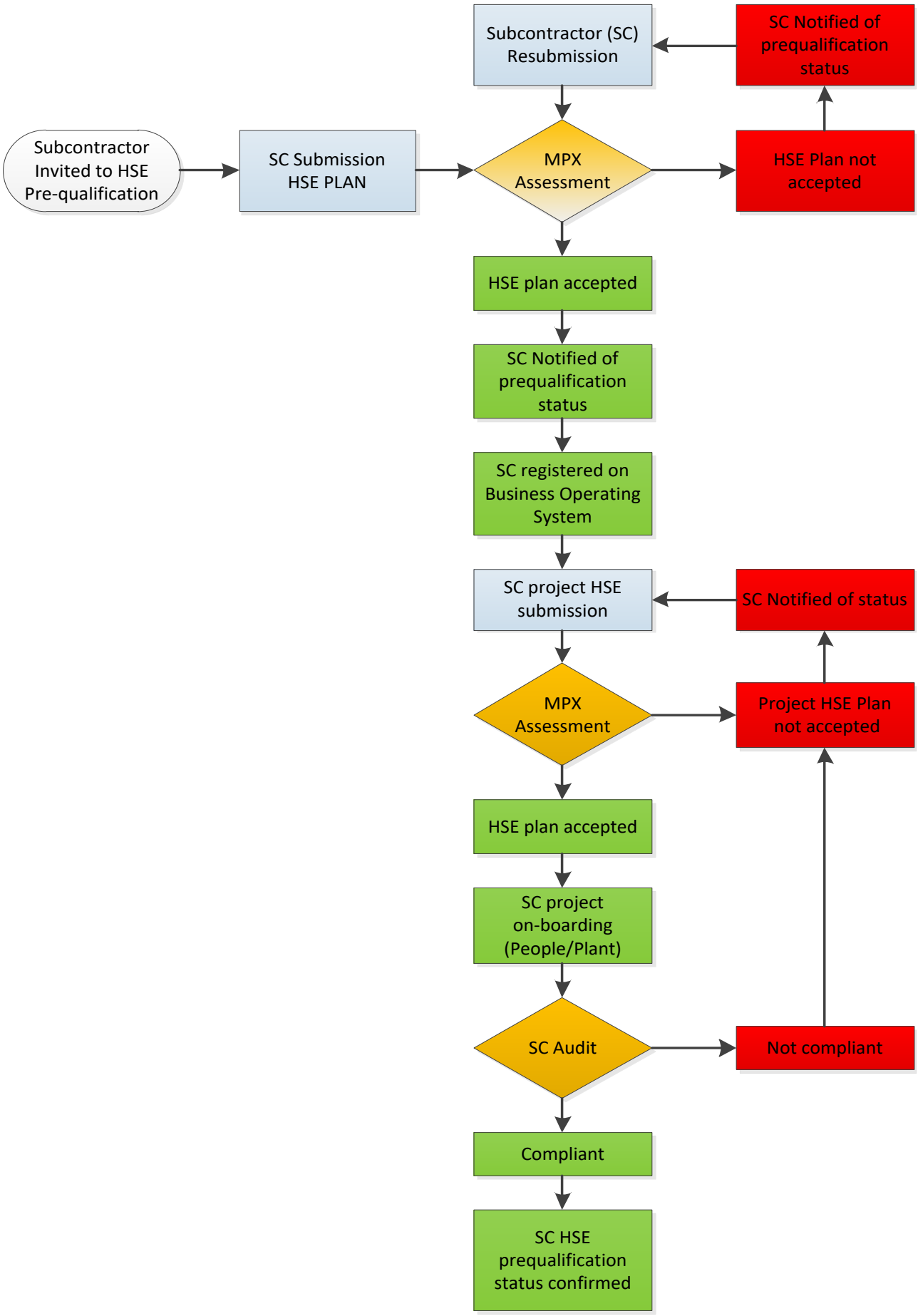


Figure 1.3.1: Subcontractor pre-qualification overview

1.4 Training, Competency & Induction

Document Reference: WA HSE SW STD 225

Industry Induction

» All people who are required to do construction work on a MPX project are required to have successfully completed the construction industry safety awareness training.

Ř Evidence of successful completion must be produced prior to completing MPX induction(s).

- Original cards are required to be validated at project inductions
- White or blue cards issued in WA are recognised.

» The interstate construction industry safety awareness training that are accepted in Western Australia are described in Table 1.4.1:

TABLE 1.4.1: INTERSTATE CONSTRUCTION INDUSTRY SAFETY AWARENESS TRAINING CARDS

STATE / TERRITORY	CARD COLOUR	DETAILS – CARD MUST INCLUDE:
A.C.T.	White	ACT logo, date of issue, card registration number, RTO number name date of birth and signature of card holder
COMCARE	White	Australian government logo, date of issue, card registration number, name date of birth and signature of card holder
N.S.W.	White	NSW WorkCover logo, date of issue, card registration number, name date of birth and signature of card holder Note: NSW 'green cards' are not recognised in WA
N.T.	White	NT Worksafe logo, date of issue, card registration number, RTO number name date of birth and signature of card holder
QLD.	White / Blue	QLD Dept. of Employment and Industrial Relations logo, date of issue, card registration number, RTO number, name, date of birth and signature of card holder
S.A.	White	SafeWork SA logo, date of issue, name, date of birth and signature of card holder
TAS.	White	Workplace Standards Tasmanian logo, date of issue, card registration number, name, date of birth and signature of card holder
VIC.	White	WorkSafe Victoria logo, date of issue, card registration number, name, date of birth and signature of card holder Note: Victorian red cards are not recognised in WA

Multiplex Inductions

Ř All people who are required to do construction work on a MPX project are required to successfully complete the MPX general and project induction.

» The MPX general induction provides an over view of MPX's approach to HSE management including:

- Legislative framework
- Systems of work
- Safe work practices
- Incident and emergency management

» The project induction describes:
  - The project
  - Key MPX project people
  - Safe work requirements
  - Environmental conditions
  - Incident and emergency management (project specific).

Ř All inductees are required to complete **Project induction register WA HSE IND FRM 502.**

Visitor Inductions

» All visitors attending projects are required to undertake a visitor's induction which will explain conditions applicable to their entry.

» All visitors are required to have a nominated host/guide; the host/guide must have completed all necessary inductions. The host is required to escort the visitor at all times whilst on the project.

» All visitors are required to complete a **Project induction record – visitor WA HSE IND FRM 505** / visitors register.

Records of Training and Competency

» MPX and Subcontractors are required to confirm that their employees and any secondary subcontractors are appropriately licensed, experienced and trained / qualified to perform their work.

Ř Original HRWLs / trade work licences are required to be produced at the time of project induction and whenever requested by MPX.

» HRWLs and other records of competency are required to be valid and current. Where a person cannot produce evidence of competency, the person will not be permitted to conduct any work that requires such a competency. For further information refer to:
  - Health & Safety Handbook – General – Training and Competency Schedule.

Language, Literacy, Numeracy (LLN)

» Where it is identified that a person requires assistance with their LLN skills, their employer shall inform MPX during the induction enrolment or booking process, prior to induction.

» The employer shall outline the LLN assistance required and propose solutions to address.

» Implementing the solution shall be at the employer's expense and may include:
  - Use of translators for purpose of training/induction
  - Translation of HSE documentation
  - Workplace supervision.

» MPX will work with employers to facilitate inductions as far as is reasonably practicable.

1.5 Visitors and Work Experience People

Document Reference: WA HSE SW STD 226

Visitors

» Visitors are required to seek permission prior to arranging a site visit.

» The site shall maintain a visitor's register.

» Visitors are required to complete a visitor's induction / visitors register and:

- Obey signage & display a visitors card
- To be accompanied by site inducted personnel at all times and obey their instructions
- Wear PPE at all times whilst on the construction site.

» Visitors are not permitted to:

- Take photographs or recordings for any purpose, unless approved by MPX
- Perform any construction work, operate any equipment or drive vehicles on site

Work Experience People

» MPX may authorise a person to gain work experience on an MPX construction project.

» Where an application for a person wishing to gain work experience on a MPX project is received the following conditions apply:

- MPX must be notified in writing at least 14 days prior to the proposed commencement date of the work experience
- The scope of experience to be gained must be agreed with MPX
- The work experience must be authorised by a MPX Director / Project Manager
- The work experience host shall be identified and shall accept all responsibility for the work experience person for the duration of the work experience on a MPX project.

Ř Where agreement to host a work experience person is agreed with MPX the following information shall be supplied by the host prior to the commencement of the work experience:

- Frequency and duration of the time the work experience person will be on-site
- Confirmation the work experience person will attend the project specific induction
- Confirmation the work experience person will hold a valid construction safety awareness training card (white card)
- Confirmation and acknowledgement that the person will be supervised at all times whilst on-site
- Confirmation the work experience person will be inducted into all applicable SWMS and operational procedures
- Confirmation the work experience person will not operate machinery/mobile plant or conduct any high risk work
- Confirmation the work experience person will be provided with all necessary personal protective equipment (PPE)
- Insurance certificates of currency for the work experience person (from the educational institute/ technical college): and
- A signed copy of the host employer's agreement.

» MPX reserves the right to suspend or cancel work experience at any time.

1.6 Fitness for Work

Document Reference: WA HSE SW STD 208

Alcohol and Other Drugs

» MPX workplaces are subject to:
  - MPX Drug and Alcohol Policy
  - MPX **Drug and Alcohol Management Plan WA HSE PLN 040**.

» The MPX Drug and Alcohol Management Plan describes the process to manage people should they be affected by drugs or alcohol at an MPX workplace.

» The **MPX Drug and Alcohol Management Plan WA HSE PLN 040** should be read in conjunction with the following information.

» People who attend MPX projects are subject to drug and alcohol testing as a condition of entry.

Testing Programs

» There are 4 types of testing programs; these are described in table 1.6.1.

TABLE 1.6.1: TESTING PROGRAMS

TYPE	DESCRIPTION
Voluntary	Up to 10% of the workforce (per month) is able to undertake voluntary testing. NOTE: Voluntary testing can only be undertaken prior to commencement of a shift.
For-cause	May be requested where people are involved in a serious incident.
Reasonable concern	May be requested if there is evidence of possession or being under the influence.
Random	Conducted on a monthly basis, selection is via using a marble/ball and bag system.

Testing

» Testing programs include testing for the following:
  - Alcohol
  - Opiates
  - THC (cannabis)
  - Cocaine
  - Benzodiazepines
  - Amphetamines
  - Methamphetamines.



Testing Devices

» Alcohol testing is done by use of a breath alcohol test device that has been manufactured, maintained and calibrated in accordance with AS 3547 Breath alcohol devices for personal use.

» Testing for drugs is done by oral fluid testing. Tests shall be conducted in accordance with AS 4760 Processes for specimen collection and the detection and quantitation of drugs in oral fluid.

Detection Times

» Detection times vary depending on the substances and other factors, the following can be used as a guide:

TABLE 1.6.2 SUBSTANCES AND APPROXIMATE DETECTION TIMES

SUBSTANCE	APPROXIMATE DETECTION TIMES
THC (Cannabis)	Within 5 minutes and up to 14 hours
Opiates	Within 1 hour and up to 24 / 48 hours
Cocaine	Within 5 – 10 minutes and up to 24 hours
Meth/Amphetamines	Within 5 – 10 minutes and up to 72 hours
Alcohol	In the case of alcohol it depends on many variables, including how much you have had to drink and how long since your last drink. Alcohol can be detected within 1 - 3 minutes

Refusal to Test

» Refusal to test is treated as a non-negative [fail] result.

Medications

» Workers may have legitimate reasons for taking prescribed or non-prescribed medication however there are some medications that can influence test results, due to this, workers are required to declare any medications prior to testing.

- Failure to declare may result in the non-negative [fail] process applying.

Consequences for Confirmed Positive Test Results

» **In the first instance**, your employer will recommend that you seek counselling and prior to commencing work you will be required to provide a confirmed negative [pass] test result.

» **In the second instance**, your employer will require you to attend counselling and prior to commencing work you will be required to provide a confirmed negative [pass] test result.

» **In the third instance**, if you record a third confirmed positive in an 18 month period you will be refused access to MPX workplaces for a minimum of 6 months.

» If you do not a have a repeat confirmed positive [fail] result within an 18 month period from the date of the first confirmed positive [fail] result, the previous result shall be considered null and void.

» Subcontract employers may have more additional or more stringent requirements under their own disciplinary procedure.

Disputed Confirmatory Test Results

» In the situation where a worker disputes a confirmatory test result they have the option of having the referee sample retested at the same or alternative National Australian Testing Authority (NATA) accredited laboratory.

- All costs associated with referee specimen testing is borne by the worker.

Confidentiality

» All evidence related to testing will be kept in a secure location with all records to remain confidential. MPX will only provide test results to the worker, their employer and third parties as required by law.

1.7 Fatigue Management

Document Reference: WA HSE SW STD 207

Informative

Signs and symptoms of fatigue include, but are not limited to:

- ⚠ Yawning
- ⚠ Drowsiness
- ⚠ headaches
- ⚠ Sore or 'heavy/tired' eyes /increased rate of blinking
- ⚠ Slower reaction times
- ⚠ Short attention span
- ⚠ Impatience
- ⚠ Difficulty concentrating
- ⚠ Low level of motivation

Factors Affecting Fatigue

» MPX recognises that fatigue maybe affected by some work / non-work related factors; these include but are not limited to those described in Table 1.7.1.

» Fatigue may be caused by a number of factors working in combination.

TABLE 1.7.1: FACTORS EFFECTING FATIGUE

FACTOR	DESCRIPTION
Work schedules	Length of shifts, working cycles, number of consecutive shifts worked
Rest periods/sleep	Length of sleep time, quality of sleep, time since last sleep
Job demands	Prolonged physical or mental activity
Environmental conditions:	Heat, humidity, cold
Non work related factors:	Social and lifestyle

Fatigue – Minimising the Risk

Work Scheduling / Hours of Work

» Planned shifts in general should not exceed a maximum of twelve (12) hours per day (including overtime). Ten (10) hours off work/rest is required to be taken between shifts.

» Where extend work hours are scheduled (e.g. testing, commissioning, day / afternoon / night shifts) an appropriate fatigue management plan should be implemented.

- Consideration should be given to the work schedule and the number resources required for the work.

Fatigue Awareness

» Where required MPX will communicate, distribute and display information in relation to fatigue, the signs/symptoms of fatigue and promote management practices to reduce the risks associated with fatigue.

Rotation of Work Tasks

» MPX encourages task rotation where tasks are for example are: physically demanding, mentally demanding or require high levels of concentration or are repetitive in nature.

» Managers and supervisors should assess work activities and as far as practicable take steps to minimise the risk of fatigue by rotating workers through physically or mentally demanding tasks.

Work and Rest Regimes

» Managers and supervisors should consider work and rest regimes.

Environmental Conditions

» MPX acknowledges that some circumstances, such as working in hot and or humid conditions, may increase the risk of fatigue.

» Where prevailing conditions present an increased risk of fatigue managers and supervisors should in risk assessment processes consider:

- Shift start/finish times
- Length of shifts
- Work and rest timing / regimes
- Provision of shade and other amenities
- Scheduling or rescheduling work
- Increased workforce monitoring
- Artificial lighting.

Self-management

» The likelihood of fatigue may be reduced by:

- A healthy diet
- Maintaining hydration
- Regular exercise, and
- Maintaining regular sleeping hours.

1.8 Mental Health and Wellbeing

Document Reference: WA HSE SW STD 215

Informative

» MPX recognises that the status of an individual's mental well-being may potentially be a fitness for work matter.

» At work an individual's mental well-being is determined by the interaction between the working environment, the nature of the work and the individual.

» Factors potentially affecting a person's wellbeing include, but are not limited to:

- ⚠ Bullying, harassment, discrimination
- ⚠ Sociological issues
- ⚠ Stress - Personal, family or financial concerns
- ⚠ Fatigue – overtime, shift work, sleep deprivation
- ⚠ Poor working conditions
- ⚠ Illness /health conditions
- ⚠ Grievance
- ⚠ Trauma
- ⚠ Substance use / abuse
- ⚠ Job security

Mental Health First-Aiders

» MPX acknowledges that our people's mental health is critical in our business and on our projects.

» MPX has trained mental health first aiders, if you are concerned about your mental health, or that of a colleague please contact the human resources department for further information.

Employee Assistance Program (EAP)

» MPX offers all employees and their families 24 x 7 access to external, independent and confidential counsellors.

» This is called our Employee Assistance Program (EAP).

» EAP is a voluntary, confidential and complimentary counselling service that can be contacted 24/7; refer to MPX intranet home page.

» EAP can assist when personal, family or work related concerns are impacting on your health or quality of life and also when you need guidance on professional or personal goals or effective communication skills. This national service has professional and experienced counsellors across all states.

1.9 Refusal to Work / Dispute Resolution

Document Reference: WA HSE SW STD 220

» Any dispute are required to be resolved in accordance with Table 1.9.1 and regulatory requirements refer to:

- Section 3 Legal and Other Requirements.

» MPX shall attempt to resolve disputes in consultation with health and safety representatives / the health and safety committee members / employees concerned.

» The nominated Project HSE Advisor, in consultation with the Site Manager is the first point of contact in cases of health and safety disputes or issues.

TABLE 1.9.1: DISPUTE AND ISSUE RESOLUTION

DISPUTE & ISSUE RESOLUTION PROCESS	
1. Employee identifies a HSE issue that requires resolution	ISSUE RESOLVED
2. Employee tries to resolve the HSE issue themselves (if safe to do so) →	
↓ *Issue not resolved*	
3. Employee reports HSE issue to their immediate supervisor →	
↓ *Issue not resolved*	
4. Employee reports HSE issue to their HSE representative →	
↓ *Issue not resolved*	
5. HSE representative (or supervisor) reports issue to MPX HSE Advisor →	
↓ *Issue not resolved*	
6. HSE representative reports issue to the HSE committee for resolution →	
↓ *Issue not resolved*	
7. Issue referred to Project Manager (Construction) for resolution →	
↓ *Issue not resolved*	
8. The issue is referred / reported to WorkSafe WA →	
↓ *Issue not resolved*	
9. A WorkSafe inspector attends the workplace →	

» Any employee may cease work where they have reasonable grounds to believe that to continue would expose them or others to a risk of imminent and serious injury or harm to their health. In these situations, the employee must verify others cannot be exposed to the risk and report to their immediate supervisor and/or the MPX supervisor without delay.

» MPX management is required to take immediate action to cease the work and diligently investigate the circumstances which give rise to the perceived unacceptable risk and support the process to resolve any matters until closed out.

1.10 Workplace Audits and Inspections

Document Reference: WA HSE SW STD 229

» Audit procedures including the scope, frequency and methodology to be used as well as the responsibilities and requirements for conducting audits and reporting results will be in accordance with procedure Internal / External Auditing AUS IMS P 120

Ř Inspections of the various project work areas and activities will be conducted in accordance with procedure Inspection, Testing and Monitoring AUS IMS P 070 and Table 1.10.1. Audits and Inspections. Audits and inspections shall be recorded.

Ř Mobile plant will be subject to inspection and registration prior to use on site.

» All plant and equipment operators are responsible to confirm prior to use, that plant and equipment is suitable for the task, serviceable and is being properly maintained.

» MPX and Subcontractors are required to have in place systems for maintenance, inspection and testing for all plant and equipment to confirm compliance to all statutory and legislative requirements, refer to:

- Health & Safety Handbook – Plant and Equipment
- Health & Safety Handbook – Plant and Equipment - Plant and Equipment Schedule

» An overview of the health and safety audit / inspection programme is outlined in Table 1.10.1

TABLE 1.10.1: AUDITS AND INSPECTIONS

TYPE	CONTEXT	RESPONSIBILITY	FREQUENCY
AUDITS			
Internal	Compliance audit - Project HSMP / compliance with MPX policies / procedures / regulatory requirements	HSE Manager	6 Monthly
External	Compliance audits - conducted by 3rd parties either focusing solely or partially on HSE	Project Manager Site Manager HSE Advisor	Annual or ad-hoc
Subcontractor	Compliance audit of SC project HSE management systems / plans	HSE Advisor	As per HSEQ audit schedule
INSPECTIONS			
Supervisor	Workplace inspection, supervisors area of responsibility	Supervisor	Weekly
HSE	Project inspection	HSE Advisor	2 x Month
Snr Manager	Project inspection / review of critical health and safety risks	Snr Manager	Quarterly
Plant & equipment	Mobile plant / plant / equipment inspections	Supervisor	Prior to use
Builders lift	Building lift inspection	Operator	Daily
Prejump	Jump-form inspection – prior to jumping	Supervisor	Prior to jumping
Structural steel deck handover	Structural steel deck inspection prior to other trades accessing	Supervisor	Prior to handover
Lock down	Project/ workplace inspection prior to project lock down for extended period of time	Site Manager	As required

1.11 Workplace Communication and Consultation

Document Reference: WA HSE SW STD 230

» Communication and consultation on health, safety and environmental matters occurs through the mechanisms outlined in Table 1.11.1.

» Changes to MPX health and safety policies, procedures or project specific rules will be communicated to all workers by their managers or supervisors, via toolbox / safety meetings / HSE committee meetings and the issuance of alerts or memorandum.

TABLE 1.11.1: COMMUNICATION AND CONSULTATION

MECHANISM	DESCRIPTION (PARTICIPANTS/ FREQUENCY)
Project Induction	All personnel (excluding visitors) prior to commencement of project work
Visitor Induction	All visors prior to site visit
SWMS induction/review	Supervisors & workers carrying out specific work activities prior to commencement of high risk work
Construction/Trade/Risk Workshops	MPX / SC representatives prior to trade commencement
Toolbox Meetings	Supervisors and workers, weekly/ fortnightly or as required to address changes to SWMS's, site instructions or other HSE processes
SC Meetings.	MPX / SC representatives, others as required, weekly
Project Team Meetings.	MPX project team, weekly
Client Meetings	Client / MPX representatives, monthly
Health and safety committee meeting	MPX / SC representatives, at 2 week intervals or as agreed by the health and safety committee
Health and safety reports	MPX Project team, monthly
Project Notice Board	All personnel as required
General Signage	All personnel as required
Site Inspections and audits	MPX Project team representatives, as per schedule
Safety Alerts	All personnel, as required As required
Pre-Start Meetings	MPX / SC teams, as required

2. ENVIRONMENTAL PROCEDURES & STANDARDS

NOTE: For further information refer to (on Connect)

Health & Safety Handbook – Hazardous Materials – Asbestos Containing Materials (ACM)

WA Emergency Procedures – ACM Inadvertent Exposure

Health & Safety Handbook – Hazardous Materials – Medium density Fibreboard (MDF)

Health & Safety Handbook – Hazardous Materials – Respirable Crystalline Silica (RCS)

Health & Safety Handbook – Hazardous Materials – Lead Paint (Paint and Dust)

ABBREVIATIONS AND DEFINTIONS

ABBREVIATION	DEFINTION
ASS	Acid sulphate soil
ANZECC	Australian and New Zealand Environment Conservation Council
CEMP	Construction Environmental Management Plan
DWER	Department of Water and Environmental Regulation
SDS	Safety Data Sheet

2.1 Dust and Air Quality

Document Reference: WA HSE ENV STD 251

» Construction work may impact on air quality due to:

- ⚠ Excavation, clearing works
- ⚠ Transportation of material
- ⚠ Cutting/grinding/sanding of materials
- ⚠ Vehicle and plant movement onsite and
- ⚠ Windy conditions on exposed surfaces.

» Additionally:

- ⚠ Increased dust levels could be detrimental to health, reduce visibility, smother vegetation and interfere with fauna.
- ⚠ Emissions of exhaust from plant and machinery resulting in increases in carbon monoxide, nitrogen oxides and particulates detrimental to human health.

» Where applicable the project specific **Dust and Air Quality Sub-plan WA HSE ENV SBP 023** should be read in conjunction with the following information.

Stabilised Driveways

» Stabilised driveway and wheel washes (where required) may be installed to minimise the tracking of dirt on public roadways.

Physical Barriers

» A physical barrier may be erected perpendicular to prevailing winds prior to the commencement of works along the boundary or around uncontrolled dust sources.

» Fences may be hoarding panels or solid fences or chain mesh fences with a screening material with a porosity of 50% or less.

Chemical Stabilisation

» Where an exposed area or stockpile needs medium to long term stabilisation, a chemical soil stabiliser may be used such as ‘Zerosion’ or the area ‘hydro-mulched’ (seed free). In the interim a water cart, water spray may be used.

Water Truck / Sprays

» Water carts or water spray (e.g. sprinklers) may be used for specific activities that may cause dust and may be used to assist in dust control on temporary access roads. Consideration should be given to water usage/efficiency.

External / Sealed Roads

» If any sediment is deposited onto the roads adjoining the site, the roads are to be swept regularly and prior to any rainfall as far as is practicable.

» Where applicable, sealed roads shall be swept to remove deposited material that may generate dust.

Haul Roads

» Where practicable haul roads shall be covered with gravel / road base to minimise dust generation.

Speed Limits

» The speed of all vehicles on site is required to be restricted to a maximum of 20 km/h or as otherwise determined by MPX. This speed shall be further reduced if significant volumes of dust continue to be generated.

Inclement Weather Conditions

» Dust generating activities are required to be assessed during periods of excessively windy conditions. Where dust cannot be adequately controlled, work is required to be relocated or rescheduled until such time adequate control can be achieved.

Housekeeping

» During construction projects shall be kept as clean as practicable to reduce dust lift off which may be exacerbated by wind.

Plant and Equipment

» All construction plant and equipment with access to the project shall be properly maintained and serviced in accordance with the manufacturer's specification.

» During the works, maintenance logs will need to be maintained and are required to be available for audit.

» Operating machinery and vehicles are required to be visually checked to confirm exhaust fumes are not discharged to adjoining building air intakes.

- Where used indoors or in areas with limited ventilation, mechanical ventilation may be required to be installed and air quality monitored.

» Trucks transporting materials such as sand, soil, landscape materials and gravel shall have covered loads and tailgates secured.

Stockpiles / Exposed Areas

» Stockpiles shall be constructed in a manner that allows for adequate dust suppression via water cart, sprinklers, hand hose, etc.

Spray Painting

» Paint–spraying activities shall not be undertaken in adverse weather conditions or near building air intakes.

Cutting, Coring, Drilling, Grinding, Concrete / Stone / Tiles etc.

» Cutting / coring equipment is required to be used with water suppression and / or on tool dust extraction collection systems are to be used as far as practical. Dust, slurry and offcuts to be removed collected and disposed of progressively and on completion of the task.

» Cutting rooms or enclosures may be constructed to isolate dust generated from specific activities e.g. tile cutting.

» For further information in relation to concrete coring, cutting, drilling refer to:

- Health & Safety Handbook – Structure – Concrete Coring, cutting and Drilling

Further Information

Health & Safety Handbook – Hazardous Materials – Asbestos Containing Materials (ACM)

Health & Safety Handbook – Hazardous Materials – Medium density Fibreboard (MDF)

Health & Safety Handbook – Hazardous Materials – Respirable Crystalline Silica (RCS)

Health & Safety Handbook – Hazardous Materials – Lead Paint (Paint and Dust)

2.2 Flora and Fauna

Document Reference: WA HSE ENV STD 252

» Construction work may impact on flora and fauna either directly or indirectly due to:

- ⚠ Loss of vegetation abundance and biodiversity via the clearing of vegetation at the site
- ⚠ Impacts on flora and fauna due to contamination risks associated with excessive noise/ dust/ vibration, chemicals, fuel spills and sedimentation
- ⚠ Loss of habitat due to clearing and contamination
- ⚠ Introduction of plant and animal pests (such as weeds and dieback).

» Where applicable the project specific **Flora and Fauna Sub-plan WA HSE ENV SBP 024** should be read in conjunction with the following information.

Fencing, Bunding and Signage

» Fencing/bunding and signage is required to be installed to protect vegetation identified for retention within the project boundary / adjacent land areas.

Dust

» Refer to Section 2.1 Dust and Air Quality.

Noise and Vibration

» Refer to Health & Safety Handbook – Plant and Equipment - Noise and Vibration

Surface and Ground Water

» Refer to Section 2.6 Water Quality.

Arborist

» All works carried out on either foliage or root systems is required to be carried out in accordance with Australian Standard 4970–2009 Protection of trees on development sites:

- Consultation with a qualified Arborist is required to be undertaken (where necessary).

Excavation

» All excavations are to be inspected by the subcontractor responsible for the excavation at the beginning of each shift.

» Where possible, excavations are required to be designed with a ramp to allow for trapped fauna to escape.

» Where fauna is discovered, work is required to cease work in the area and the HSE Advisor, or MPX Site Manager / Supervisor notified, who will where required contact an approved fauna handler.

Unidentified Flora and Fauna

» If any previously unidentified flora or fauna is discovered on a project, personnel are required to notify the MPX.

Active Nest

» Any trees or shrubs to be removed from the site are required to be checked for the presence of active nests of native birds (e.g. those containing fertile eggs or nestlings)

and arboreal mammals (e.g. possums) prior to removal or relocation by an approved / qualified wildlife spotter / fauna handler.

Pets

» Pets / domestic animals are not permitted on site.

Rehabilitation Areas

» Rehabilitation areas are required to be:
  - Fenced and sign posted
  - Regularly watered, weeded and fertilised (where permitted)
  - Monitored for weed invasion, and undertake control measures as necessary.

» Where unfavourable effects on rehabilitation areas are noted, an appropriately competent person is required to be consulted with and control measures established.

Weed Management

» Where required all declared weeds within the project are to be managed in order to control the spread or eradicated.

» The use of pesticides and herbicides shall be restricted, have specific application, storage and clean up procedures, in accordance with any regulatory requirement / SDS.

» Herbicides shall be administered by subcontractors who are licensed in accordance with regulatory requirements.
  - Herbicides and other chemicals are required to be used, stored and disposed of etc. in accordance with the applicable SDS.
  - Refer to Health & Safety Handbook – Hazardous Materials

» Only competent personnel are permitted to undertake chemical control of weeds.

» Correct disposal is critical in weed management.
  - Weeds or material containing weed matter are required to be transported to a landfill facility under covered load. The cover must seal the top and sides of the load to prevent any weed material being transported by wind.

2.3 Heritage

Document Reference: WA HSE ENV STD 253

» Construction work may impact on heritage sites due to:

⚠ Indirect contamination due to run–off, unintentional spills, erosion of soil, and dust

⚠ Ground disturbance

⚠ Excessive vibration

⚠ Impacts on indigenous landscape values due to changes in landscape and topography.

» Where applicable the project specific **Heritage Sub-plan WA HSE ENV SBP 025** should be read in conjunction with the following information.

Planning

» Site specific assessments are required to be undertaken to identify any known aboriginal, archaeological or cultural heritage sites listed on the State Heritage Register or the Aboriginal Heritage Inquiry System (these systems are operated by the respective state authorities).

- This assessment is required to extend to all areas across the project / lot boundary or boundaries and outside the boundary where construction activities may potentially impact these areas.

» Known or unknown, registered or unregistered aboriginal, archaeological or cultural heritage sites during the construction phase works will be managed in accordance with the project specific Heritage Sup-plan and any associated procedure or similar documents.

Existing Site Conditions

» Where required a heritage consultant or appropriately qualified person (e.g. Archaeologist) is required to be engaged to carry out condition assessment / dilapidation survey.

» The dilapidation survey is to be undertaken prior to any works commencing. Report / records to be reviewed for each building, structure, individual elements and services.

Noise and Vibration

» Refer to Health & Safety Handbook – Plant and Equipment – Noise and Vibration.

Excavations

Where deemed required excavations are to be monitored by an Anthropologist.

Object Discovery

» Objects found during construction works are required to be salvaged and managed in accordance with an archaeologist's advice or instruction.

» Location and nature of objects shall be reported to the relevant regulatory authority, i.e. Dept. Planning, Lands and Heritage (DPLH).

Skeletal Remains

» If suspected skeletal remains are found, works are required to cease immediately and be managed in accordance with **Unexpected / Disturbing Finds WA HSE EMG PRO 162.**

» Suspected skeletal remains shall be immediately reported to WA Police Service and DPLH.

» If remains are found to be of an aboriginal heritage matter and not a police matter, they shall be left in situ until a decision is made about how to proceed in respect to the remains in consultation with Department of Aboriginal Affairs (DAA).

2.4 Land Contamination

Document Reference: WA HSE ENV STD 254

» Construction work may impact on land contamination due to:

⚠ Release of contaminants or acidity into the ground / surface water

⚠ Release of contaminants into the air through volatilisation / dust generation

⚠ Spreading contaminated material on uncontaminated areas via import or export.

» Where applicable the project specific **Land Contamination Sub-plan WA HSE ENV SBP 026** should be read in conjunction with the following information.

Planning

» During the planning phase the following is required to be assessed in order to identify any known or potential sources of contamination:

- Acid sulphate soil risk maps
- Contaminated sites database
- Geotechnical report
- Detailed site investigation report
- Previous site investigations
- Previous site land use (for potentially contaminated activities)
- Undertaking a site inspection(s) prior to construction.

» If known or potential contamination is identified the project specific land contamination sub-plan is required to reflect the contamination and management strategy.

» The management of potential site contamination (e.g. contaminated soil, groundwater or surface water) is critical in order to minimise the impact on sensitive receptors (known or unknown).

» All potential risks associated with potential site contamination from construction activities are required to be referenced in the project risk register, including but not limited to:

- Excavation, storage, stockpiling and remediation of potential acid sulphate soils (PASS)
- Drainage of potentially contaminated groundwater from excavated soils
- Inappropriate management of acid sulphate soils (ASS)
- Dewatering of potentially contaminated groundwater
- Importation of contaminated fill material onsite
- Removal of Asbestos containing materials (ACM).

Material Tracking System

» Where required a material tracking system shall be established and referenced in the project specific **Land contamination sub-plan WA HSE SBP 026.**

Contaminated Water

» Where contaminated water is to be discharged, a full suite of contamination analysis testing is required to be completed on the water prior to works or discharge commencing.

» Where water is found to be contaminant free in accordance with the Australian and New Zealand Environment and Conservation Council (ANZECC) Water Quality

Guidelines, water is to be discharged in accordance with the project specific **Water quality sub plan WA HSE ENV SBP 029**.

» Where water is found to contain contaminates above the criteria in the ANZECC Water Quality Guidelines, water management is be undertaken with advice from a qualified person.

» Contaminated dewatering discharge will be managed in accordance with a project specific dewatering management plan, and **Water quality sub plan WA HSE ENV SBP 029**.

Asbestos Containing Materials (ACM)

» Refer to Health & Safety Handbook – Hazardous Materials – Asbestos Containing Materials (ACM)

Spoil Classifications

» Where applicable acid sulphate soils (ASS) contamination is required to be tested and classified in accordance with:

- Land Fill Classifications and Waste Definitions
- Department of Health – Health-based Soil Investigation Levels.

Spoil and Soil Management

Ř Any spoil and excess soil suspected to be contaminated (e.g. ASS) is required to be tested and validated before reuse or disposal.

Dewatering

» Any dewatering and treatment of dewatering discharge is required to be carried out in accordance with the project dewatering management plan and licence conditions.

Acid Sulphate Soils (ASS)

» If ASS conditions are suspected, soil testing is required to be undertaken by a competent person to confirm the extent of ASS. If ASS is found then the management of ASS will be detailed in the project specific acid sulphate soils management plan.

» Further targeted ASS assessment may be required to the full depth of disturbance where excavation or dewatering is proposed. A project specific dewatering management plan is required where dewatering is undertaken.

Vapour and Dust Contamination

» Where the potential spread of contaminants through volatilisation / dust generation is determined, appropriate dust suppression activities will be carried out in accordance with the project specific **Dust and air quality sub plan WA HSE ENV SBP 023**.

» Where required, appropriate air monitoring will be undertaken to determine levels are within state and local government limits.

Unexpected Finds

» If unexpected contaminants are identified, all associated activities are required to cease and a reassessment of the area/contaminants undertaken by a competent person.

2.5 Waste Minimisation

Document Reference: WA HSE ENV STD 257

» Waste from construction work may impact on the environment due to:

- ⚠ The spread of contamination through excavation of contaminated material e.g. ASS
- ⚠ The generation of solid wastes such as plastics, paper, timber and metal
- ⚠ The attraction of feral animals to the project
- ⚠ Contamination of land and waterways
- ⚠ Contaminated groundwater, generated through dewatering activities, or due to leaching from onsite stockpiles.

» The project specific **Waste minimisation and management sub plan WA HSE ENV SBP 027** should be read in conjunction with the following information.

» Waste materials that may be produced include:

- Excavation spoil – excess excavated soil
- Demolition waste – concrete, bricks, timber and steel, hazardous materials
- Building material waste – concrete, bricks, timber, steel, plasterboard, plastic and various packaging
- Putrescible waste – general litter, food and drink packaging
- Black and grey water – on site portable toilets
- Office equipment (from portable offices) – paper, cardboard and general waste
- Wastewater – water generated from dewatering,
- Paint waste
- Hydrocarbon waste

» All waste generated by construction activities is required to be contained within the site.

» At no time should surrounding premises be impacted by waste from an MPX construction project.

Hierarchy of Waste Management

» The guiding principle of waste management is to minimise the impact of waste on the environment and the public as far as is practicable:

- Avoid – via procurement and on site product management
- Reduce – via prevention or elimination of waste products
- Reuse – by finding a secondary use for waste products
- Recycle – through finding alternative uses for waste products, which may include reprocessing of product
- Recover – by recovering energy from the product
- Treat – via biological, chemical or mechanical methods



Figure 2.5.1: Hierarchy of waste management

  - Dispose – treat disposal to landfill as a last resort.

» Waste products should be eliminated, prevented and reduced wherever practicable through rationalising the numbers of products on site, and by finding alternative products that assist in volume reduction and that are recyclable. Other methods to help minimise the generation of waste include:

  - Storing materials neatly on flat solid ground to avoid damage and loss
  - Keeping materials in their packaging for as long as possible to protect them from damage
  - Keeping significant offcuts for use elsewhere
  - Reuse of materials until no longer fit for purpose
  - Reuse of materials for alternative purposes
  - Transport off site for further processing and recycling by the licensed waste subcontractor.

Waste Disposal Area

» Appropriate waste receptacles (e.g. bins) are required to be provided in strategic locations on site.

» Waste bins are required to be located such that they do not affect the community and are as far away as is practical from surrounding premises.

» Where practicable a storage area will be allocated for the separation, collection and recycling of waste.

» Waste is required to be regularly collected and receptacles emptied by a licensed waste collector in accordance with local council health regulations.

Waste Subcontractors

» Licensed subcontractors are required to be engaged to remove construction waste from site.

Smoking

» Smoking is only permitted in designated areas with appropriate waste receptacles provided.

Putrescible Waste

» All putrescibles waste is to be placed in a lidded bin and removed separately.

Recycling / Waste Reduction

» Recycling initiatives will be investigated and where practicable implemented on site. This may include dedicated bins for different waste streams / use of alternative products.

Project Office

» The project office waste minimisation include:
  - Organising recycling paper bins in the office for waste paper
  - Recycling toner cartridges
  - Using electronic storage to reduce use of paper
  - Purchasing products in bulk to reduce packaging.

Hazardous Waste

» Hazardous waste is required to be managed and disposed of in accordance with applicable the SDS requirements and applicable Environmental Protection (Controlled Waste) Regulations.

» Where practicable plant will be serviced off site to reduce the generation of hydrocarbon waste onsite and potential for spills.

2.6 Water Quality

Document Reference: WA HSE ENV STD 258

» Project activities have the potential to affect ground and surface water levels, flow and water quality. Activities that could impact on groundwater levels and quality include earthworks, dewatering and pollution through refuelling, servicing and spills.

» Construction work may impact on water quality by:

- ⚠ Release of ASS and contamination from soils into groundwater and surface water during excavation, piling, stockpiling and dewatering activities
- ⚠ Release of pollutants including sedimentation and hydrocarbons into groundwater and surface water during construction
- ⚠ Alteration in hydrology and hydrogeology of underlying groundwater and surface water as a result of clearing flora and vegetation and removal of artificial lakes or swales (or similar) impacting groundwater/surface water connectivity
- ⚠ Flooding, erosion and sedimentation if surface water flows are managed inadequately, with potential impacts on existing surface water or drains
- ⚠ Increase in sediment load into surface water or drains, impacting on aquatic flora and fauna and visual amenity.

» Where applicable the project specific **Water quality sub-plan WA HSE ENV SBP 028** should be read in conjunction with the following information.

Dewatering for Construction Purposes

Ř A Licence to Take Water is required to be obtained from DWER before dewatering and onsite re–infiltration can commence. Water Corporation will also need to give approval if it is planned to discharge pumped water into sewer, and local council if discharged through the stormwater drainage system. A Dewatering Management Plan is required to be prepared by an appropriately qualified person and attached to the CEMP.

» Exemption from a dewatering licence is only available if:

- Abstraction is from the water table aquifer
- Abstraction is solely for the purpose of removing groundwater to facilitate construction
- Abstraction pump rate does not exceed 10L/sec over a period of 30 consecutive days
- The volume of water taken over the 30 day period does not exceed 25,000 kL
- All dewatering volumes, quality, treatment methods and other related activity will be recorded and monitored daily to verify correct operation and compliance.

Abstraction of groundwater for construction purposes

Ř A Licence to Take Water is required to be obtained from DWER before abstraction of groundwater can commence for use in dust suppression and other construction activities. A Dewatering Management Plan may be required and attached to the CEMP.

Acid Sulphate Soils

Ř All excavation with potential to expose acid sulphate soils (ASS) shall be determined prior to commencement and an ASS Management Plan may be prepared by an appropriately qualified person and attached to the project specific water quality sub-plan / dewatering management plan.

Trade Waste

» Appropriate trade washouts (concrete, paint etc.) are required to be available and serviceable, refer to:

- Health & Safety Handbook – Services – Site services and Facilities.

Erosion and Sediment Control

» The following is required to be considered for erosion and sediment control:

- Evaluation of site limitations
- Isolate retained vegetation from clearing with fencing and signage
- Identify highly erodible soils with advice from geotechnical consultant
- Identify up–slope drainage catchments to be diverted around works
- Stabilisation of site entry / exit points
- Inspect earth moving plant for residual mud and remove before leaving the site if there is the potential to track dirt/mud on public roadways. Street sweeping is to be carried out to reduce sediment on roads (hosing down is not permitted).
- Install sediment fence(s) down–slope of the site if required. Treat sediment laden water with the use of sediment fencing installed to allow ponding
- The runoff from any slope catchment area exceeding 1500 m^2 is to be diverted around works. The diversion drain is to be appropriately lined to prevent erosion and discharged to a regulatory compliant stormwater connection outlet
- No discharge is allowed into surface water (unless approved by relevant regulatory authority)
- Clear only those areas necessary for building works to occur
- Plan to connect or divert stormwater systems from concreted/paved and roof areas as soon as possible after installation
- Divert stormwater to suitable areas (for infiltration) or install bunds around excavations and stockpiles
- Install recharge trenches where appropriate, to assist surface water runoff from stockpiles and excavations be contained on site
- Regularly inspect all drainage, erosion and sediment controls and maintain.

Concrete

» A designated washout area / purpose–built bunded structure or similar should be provided for concrete pumps to wash out.

» An impervious catch tray shall be placed below the pump's hopper to contain any possible spillage.

» Concrete washout shall be undertaken in designated concrete washout area. Contaminated water is required to be contained to prevent run-off into stormwater or water courses

Spills

» WA Emergency Procedures – Spill Management

» All chemical / substance spills on site are required to be cleaned up immediately to minimise pollution of stormwater/groundwater. If water contaminated by hazardous substances requires discharge, it will need to be sampled and analysed before release to confirm it meets ANZECC water quality criteria for Aquatic Ecosystems. If contaminated it will need to be removed and treated by an appropriately licence waste subcontractor.

3. LEGAL AND OTHER REQUIREMENTS

Document reference: WA HSE PLN 070

» The list of documents in table 7.3.1 is not exhaustive, references should be verified.

» The Occupational Safety and Health Act & Regulations*, applies generally to all sections

» Codes of practice means approved codes of practice (CP) issued by a regulatory authority

» Guidance note, means guidance note (GN) issued by a regulatory authority

» Standards, means Australian Standards (AS or AS/NZS)

» SWMS, means project task specific safe work method statement

TABLE 7.3.1: LEGAL AND OTHER REQUIREMENTS – SECTION REFERENCES

S	TITLE	REGULATIONS / CODES / STANDARDS	DOCUMENTS / FORMS/RECORDS
1.1	Legislation and other requirements	Occupational Safety & Health Act 1984, Regulations 1996 Approved Codes of Practice Australian Standards Age Discrimination Act 2004 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Building Code CP Violence Aggression and Bullying at Work 2010	Legal and Other Requirements WA HSE PLN 070
1.2	Project Establishment (Security, access control, public safety)	Occupational Safety & Health Act 1984, Regulations 1996	Traffic management plan

S	TITLE	REGULATIONS / CODES / STANDARDS	DOCUMENTS / FORMS/RECORDS
1.3	Subcontractor management	Occupational Safety & Health Act 1984, Regulations 1996	Subcontractor Compliance Requirements WA SCM DOC 402 Tenancy fit out HSE compliance requirements WA HSE SCM 403 HSE Prequalification regional WA HSE SCM FRM 410 HSE Prequalification project WA HSE SCM FRM 411 HSE Management plan review minor WA HSE SCM FRM 412 HSE Management plan review tenancy fit out WA HSE SCM FRM 413 Secondary SC HSE plan sign off WA HSE SCM TEM 443
1.4	Training, competency & induction	National Standard for Licensing Persons performing high risk work	Project induction record WA HSE IND FRM 503 Project induction record – visitor WA HSE IND FRM 505 Training needs analysis WA HSE TRA SCH 520 HRWL Records of competency
1.5	Visitors & work experience people	Occupational Safety & Health Act 1984, Regulations 1996	Notification from person/company/school requesting
1.6	Fitness for work	AS 3547 Breath alcohol devices for personal use AS 4760 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid	Drug and Alcohol Management Plan WA HSE PLN 040 Report – for reasonable concern testing WA HSE INC FRM 930 Drug and alcohol screening confirmed positive WA HSE COM TEM 740 Drug and alcohol screening third confirmed positive WA HSE COM TEM 741
1.7	Fatigue management	CP Working Hours 2006 CP Working Hours Risk Management Guidelines 2006	SWMS
1.8	Mental health and well being	GN Work related psychological health and safety (Safe Work Australia)	
1.9	Refusal to work / dispute resolution	*Part III Division 6 – Resolution of Workplace Issues and refusal to work on ground of risk	

S	TITLE	REGULATIONS / CODES / STANDARDS	DOCUMENTS / FORMS/RECORDS
1.10	Workplace audits and inspections	Occupational Safety & Health Act 1984, Regulations 1996 AS 4801 – Occupational health and safety management systems	Audit and Inspection Schedule WA HSE AIN SCH 810 Environmental management system audit WA HSE AUD FRM 813 Health and safety management system audit WA HSE AUD FRM 814 Management system audit corrective actions WA HSE AUD FRM 815 HSE Inspection WA HSE INS FRM 830 Supervisor inspection – weekly WA HSE INS FRM 831 Plant and equipment inspection schedule WA HSE INS SCH 811.
1.11	Workplace communication	*Part IV Division 1 – safety and health representatives and committees	Meeting attendance record WA HSE COM FRM 701 Meeting toolbox WA HSE COM FRM 702 Overhead works coordination – outline WA HSE COM TEM 703 Committee constitution (HSE) WA HSE COM TEM 720 Committee meeting attendance (HSE) WA HSE COM TEM 721 Committee meeting minutes (HSE) WA HSE COM TEM 722 Safety alert WA HSE COM TEM 731 Safety memorandum WA HSE COM TEM 732
2.1	Dust and air quality	Environmental Protection Act 1986: Regulations 1987 National Environment Protection (Ambient Air Quality) Measure 1998 National Environment Protection (Air Toxics) Measure 2011	Construction environmental management plan WA HSE PLN 020 Dust and Air Quality Sub-plan WA HSE ENV SBP 023 SWMS

S	TITLE	REGULATIONS / CODES / STANDARDS	DOCUMENTS / FORMS/RECORDS
2.2	Flora and fauna	Environmental Protection Act 1986, Regulations 1987 Environmental Protection (Clearing of Native Vegetation) Regulations 2004 Environment Protection and Biodiversity Conservation Act 1999, Regulations 2000 Agriculture and Related Resources Protection Act 1976 Plant Diseases Act 1914 Wildlife Conservation Act 1950 Wildlife Conservation Regulations 1970 AS 4970–2009 Protection of trees on development sites	Construction environmental management plan WA HSE PLN 020 Flora and Fauna Sub-plan WA HSE ENV SBP 024 Clearing WA HSE PTW FRM 620 SWMS
2.3	Heritage	Aboriginal Heritage Act 1972, Regulations 1974 Heritage of Western Australia Act 1990, Regulations 1991	Construction environmental management plan WA HSE PLN 020 Heritage Sub-plan WA HSE ENV SBP 025
2.4	Land contamination	Environmental Protection Act 1986, Regulations 1987 Contaminated Sites Act 2003, Regulations 2006	Construction environmental management plan WA HSE PLN 020 Land Contamination Sub-plan WA HSE ENV SBP 026
2.5	Waste minimisation	Environmental Protection Act 1986, Regulations 1987 Environmental Protection (Controlled Waste) Regulations 2004 Environmental Protection (Unauthorised Discharges) Regulations 2004 Litter Act 1979: Litter Regulations: 1981	Construction Environmental Management Plan WA HSE PLN 020 Waste minimisation and management sub plan WA HSE ENV SBP 027
2.6	Water quality	Swan and Canning Rivers Management Act 2006 Water Supply Sewerage and Drainage Act 1912 ANZECC water quality criteria for Aquatic Ecosystems	Construction Environmental Management Plan WA HSE PLN 020 Water quality sub-plan WA HSE ENV SBP 028

Appendix 13 – WA Emergency and Incident Management Procedures

MULTIPLEX

EMERGENCY & INCIDENT MANAGEMENT PROCEDURES

WESTERN AUSTRALIA

REVISION 2.4

CONTENTS

1. EMERGENCY & INCIDENT MANAGEMENT....2
1.1 Incident Reporting and Investigation....2
1.1.1 Incident Reporting....2
1.1.2 Incident Investigation....11
1.2 Injury Management....17
2.1 Emergency Management – Roles and Responsibilities....26
2.2 ACM Inadvertent Potential Exposure....27
2.3 Bomb Threat....29
2.4 Confined Space Emergency....32
2.5 Emergency Evacuation....34
2.6 Explosion / Fire....36
2.7 Flooding / Dewatering Equipment Failure....38
2.8 Height Rescue....39
2.8.1 Fall Arrest 39
2.8.2 Rescue Cage....41
2.8.3 Mobile Elevated Work Platform (MEWP)....42
2.8.4 Jumpform Rescue....43
2.8.5 Tower Crane - Operator Rescue....45
2.9 Natural Disasters....47
2.10 Serious Injury....48
2.11 Soil Subsidence....50
2.12 Spill Management....51
2.13 Structural Instability / Collapse....59
2.13.1 Uncontrolled Movement of Structures....59
2.14 Unexpected / Disturbing Finds....60
2.15 Violence / Civil Disorder / Illegal Occupancy....62
2.16 Vehicle / Mobile Plant Emergency....63
3. Legal and Other Requirements....64

EXPLANATORY NOTES

These procedures have been developed to describe emergency management procedures applicable to Multiplex construction projects in Western Australia

These procedures should be in conjunction with the Project Emergency Management Plan

Text References

Icons and bold lettering has been included to highlight specific requirements:

Ē References to an engineering / certification requirement.

P References to a permit to work requirement.

Ř References to a record keeping requirement.

Š References to a safe work method statement (SWMS) / written plan requirement.

⚠ References to a specific hazard or specific requirement.

Bold text references to specific MPX documents.

EMERGENCY & INCIDENT MANAGEMENT

EMERGENCY & INCIDENT MANAGEMENT

1.1 Incident Reporting and Investigation

Document Reference: WA HSE INC PRO 120

Incident Reporting

Ř Incidents are required to be reported in accordance with:

- Incident Management AUS IMS P 100
- Reporting AUS IMS P 130
- Regulatory requirements, refer to:
  - Table 3.1 Legal and Other Requirements

TABLE 1.1: ACRONYMS, TERMS AND DEFINITIONS

ACRONYM/TERM	DEFINITION
Incident	An unplanned/uncontrolled release of energy (event) that results in or has the potential to result in injury or harm to health to people, damage or loss to property or the environment.
Near miss/hit	An incident that has resulted in no injury, illness, environmental or property damage.
Level 1 Incident	Incidents that have resulted in medical treatment and/or first aid, minor environmental impact or financial impact of $10K<50K.
Level 2 Incident	Incidents that have resulted in short term disability, typically lost time injury or property damage between $50K- $250K or localised environmental impact (<1 month).
Level 3 Incident	Incidents that have the potential to or have resulted in permanent disabling injury/harm to health or death, or property damage in excess of $250K - $2M+, or environmental values that are irreversible, of a high impact or widespread.
Level 3 - SI	Serious Incident - Incidents that have resulted in permanent disabling injury/harm to health or death, or property damage in excess of $2M, or environmental values that are irreversible, of a high impact or widespread.
Level 3 - SPI	Serious Potential Incident – Incidents that have the potential to result in permanent disabling injury/harm to health or death, or property damage in excess of $2M, or environmental values that are irreversible, of a high impact or widespread.
Level 3 - Crisis	An incident which may potentially result in or has resulted in serious injury/injuries, fatality/fatalities, major health/environmental effect/harm, social issues/public outcry/cultural impact, local / state/ national media attention, breach of regulation and potential for prosecution or operational/reputational threat.
IMPACT	
Health Impact	An occupational health concern that has occurred or has the potential to occur over a set timeframe (E.g. musculoskeletal damage, radiation, particulate exposure, noise).
Safety Impact	Adverse effect of the incident on people, plant or equipment
Env. Impact	Adverse effect of the incident on the environment
CONSEQUENCE	
AC	Actual Consequence - the actual consequence post-incident based on the MPX Qualitative Risk Matrix
MRC	Maximum Reasonable Consequence - based on historical industry incident evidence, the most realistic consequence from an event determined using the MPX Qualitative Risk Matrix
INJURY/ILLNESS	Refer to Section 6.3 Injury Management

Reporting

» All persons are required to report any incident to MPX as soon as reasonably practicable, prior to the end of a shift. Incidents that require reporting include, but are not limited to:

- Near miss/near hit
- Injury or harm
- Damage to property, structure, plant, equipment or the environment
- Security breaches
- Unexpected/disturbing finds.

» Incidents are required to be reported directly to workplace (MPX/subcontractor supervisors /managers, and:

- Any injury must be reported to the nominated project MPX first aider.

Ř All incidents are required to be logged on the WA Incident Register.

Scene Preservation

» Once control of the incident location has been established (e.g. people isolated, area made safe) the incident location should be preserved to allow for data gathering by MPX or other parties where applicable (e.g. statutory authorities, client) refer to Table 1.4 Department of Mines, Industry Regulation & Safety (WorkSafe WA).

Incident Classification

» MPX HSE incidents are classified using the MPX incident risk classification matrix, (Table 6.2.1.2) in order to determine the Maximum Reasonable Consequence (MRC) and/or Actual Consequence (AC).

» The initial evaluation is required to be completed by the relevant MPX Site manager / Supervisor, HSE Manager / Advisor. Significant Potential Incidents (SPI) and Significant Incidents (SI) shall be further evaluated by the MPX HSE Advisor / HSE Manager in consultation with the Site Manager / Project Manager.

» The initial evaluation of the classification assists in determining the level of investigation and reporting requirements refer to Incident Investigation - Table 6.2.2.2.

» The evaluation of the MRC and AC shall be based on MPX previous incident data (where available). If no MPX incident data available an evaluation of applicable industry data should be undertaken to assist with determining the final classification.

- Incident classifications may be changed during investigations, on review of data.

» MPX applies a three (3) tiered approach to incident reporting and investigation, based on the MRC and/or AC.

TABLE 1.2: INCIDENT RISK CLASSIFICATION (LEVEL) MATRIX

INCIDENT CLASSIFICATION				
LEVEL		**1**	**2**	**3 (SI / SPI)**
CONSEQUENCE		Insignificant - Minor	Moderate	Major - Extraordinary
IMPACT	HEALTH / SAFETY	FAI - MTI	RWI - LTI	PDI - FI
	ENVIRONMENTAL	Nil – <6 month reversible damage, contained on site clean-up required	>6 month <12 months Reversible damage contained (on / offsite), remediation required	12 Months + Long term - irreversible damage, uncontained, significant remediation required

FINANCIAL	0 – 50 K	50 – 250 K	250 k – 2 M +

Notification

Ř Following the incident risk classification as Level 1, 2 or 3, the incident shall be recorded the WA regional incident log, before the end of the shift.

» Initial incident notifications are issued via the WA Incident register / log to predetermined distribution lists, refer to table 6.2.1.3.

TABLE 1.3: INCIDENT NOTIFICATION DISTRIBUTION (REGIONAL)

INCIDENT LEVEL	DISTRIBUTION
Level 1	Project distribution list
Level 2	Project distribution list, Regional HSEQ Manager, all HSE Staff
Level 3	Project distribution list, Regional HSEQ Manager, HSE Manager, all HSE Advisors, all Site Mangers, Project Managers, Construction Managers and the Regional Managing Director

Ř In the event of a level 3 SPI or SI the Regional HSEQ Manager or HSE Manager shall issue an additional notification on the national incident register /log.

Ř In the event of an incident deemed to be a SI, SPI or crisis the Regional HSEQ Manager (or nominated representative) shall issue a notification via the national incident log and Send Word Now application to predetermined distribution lists.

Reporting to Regulatory Authorities and Preserving the Scene

» The following tables describe the requirements for reporting to the applicable regulatory authorities

TABLE 1.4

Department of Mines, Industry Regulation & Safety (WorkSafe WA)	
Regulator	Department of Mines, Industry Regulation and Safety (WorkSafe WA)
Legislation	Work Health and Safety Act 2020 and Regulations 2022
Reporting requirements	Notification via - phone or email or online form. Telephone: 1800 678 198 Online – Injury or illness: https://wise.commerce.wa.gov.au/wise-online/noi – Dangerous incident: https://wise.commerce.wa.gov.au/wise-online/ndi
Responsible person	Employer; and Project Manager in consultation with a HSE Team member
Time frame	Where the incident involves a fatality or is immediately life threatening (serious injury or dangerous incident), WorkSafe must be informed by phone - 1800 678 198 Where non-life threatening injury or illness or dangerous incident, are to be reported on line as soon as possible
Notifiable incident	The death of a person A serious injury A dangerous incident
Serious injury or illness	Means an injury or illness that Requires the person to have immediate treatment as an in-patient in a hospital. Requires the person to have immediate treatment for – The amputation of any part of the person's body; or – A serious head injury; or – A serious eye injury; or – A serious burn; or – The separation of the person's skin from an underlying tissue (such as degloving or scalping); or – A spinal injury; or – The loss of a bodily function; or – Serious lacerations; or Requires the person to have treatment by a medical practitioner within 48 hours of exposure to a substance; or Occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment; or In the opinion of a medical practitioner, is likely to prevent the person from being able to do the person's normal work for at least 10 days after the day on which the injury or illness occurs
Dangerous Incident	Means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to – An uncontrolled escape, spillage or leakage of a substance; or – An uncontrolled implosion, explosion or fire; or – An uncontrolled escape of gas or steam; or – An uncontrolled escape of a pressurised substance; or – Electric shock; or – The fall or release from a height of any plant, substance or thing; or – The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or

	– The collapse or partial collapse of a structure; or – The collapse or failure of an excavation or of any shoring supporting an excavation; or – The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or – The interruption of the main system of ventilation in an underground excavation or tunnel; or – Any other event prescribed by the regulations
Preserving the incident scene / area	An incident site must not be disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier) so far as reasonably practicable. The person with management or control of the workplace is responsible for preserving the incident site, so far as is reasonably practicable. Any evidence that may assist an inspector to determine the cause of the incident must be preserved—including any plant, substance, structure or thing associated with the incident. However, preserving an incident site does not prevent any action needed: – to assist an injured person – to remove a deceased person – to make the site safe or to minimise the risk of a further notifiable incident, or – to facilitate a police investigation. For serious matters, the inspector may issue a non-disturbance notice if they consider that the incident site should remain undisturbed in order to facilitate their investigation. This notice will specify the period for which the notice is to apply. Notifications are reviewed as soon as possible and a WorkSafe inspector will contact the person in control or business or undertaking (PCBU) in relation to whether the site may be released. Work may be able to continue in areas of the workplace that are outside of the incident area, unaffected by it and do not use any involved plant, substance or tools. A PCBU unsure about matters in relation to preserving a site should contact the WorkSafe Inspector allocated to the incident, if the details are known, or otherwise call WorkSafe via 1300 307 877 during business hours. Penalties apply if an individual or body corporate fails to preserve a site.

TABLE 1.5

Federal Safety Commission				
Regulator	Office of the Federal Safety Commissioner			
Legislative framework	Building and Construction Industry (improving Productivity) Act 2016 Fair Work (Building Industry – Accreditation Scheme 2016* (The Regulation*)			
Reporting requirements	Telephone: 1800 652 500 Online – FSC Online			
Project Type	Fatality*	LTI	MTI	Dangerous Occurrence
Scheme Rpt required	YES	YES if project value >4M	YES	YES
Rpt Timeframe	Immediately by phone 1800 652 500 Report online within 48 hrs	Report online within 14 days if notifiable* or non-notifiable	Report within 14 days if notifiable* or non-notifiable	Report within 14 days if notifiable*
Non – Scheme Rpt required	YES	YES	NO	NO
Rpt. Timeframe	Immediately by phone 1800 652 500 Report online within 48 hrs	Report within 14 days if notifiable	N/A	N/A
Notifiable*	A notifiable incident is an incident that is required to notified under the state or territories WHS legislation, refer to table 6.2.1.4			
Fatality/ies	A work-related occurrence that results directly or indirectly in the death of a person, including deaths due to natural causes which occur on the project site.			
Responsible person	Regional HSE Manager / HSE Manager / Snr HSE Advisor			

TABLE 1.6

Gas Incidents – Energy Safety WA	
Regulator	Energy Safety (A department of Mines, Industry Regulation and Safety)
Legislative framework	Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999 (r 42)
Reportable incidents	Reportable incidents are defined as: a. An incident that causes or is likely to cause injury to person or damage to property that involves the sudden discharge of gas or otherwise relates to gas, or b. Where a gas fitter, in the course of work as a gas fitter, becomes aware of a defect that the gas fitter considers renders the gas installation or part of it, unsafe to use
Reporting requirements	Reportable incidents are reportable to: ▪ Multiplex ▪ The relevant gas supplier, and ▪ The director of Energy Safety. 1800 678 198 (all hours, from anywhere in Western Australia).
Responsible person	Project Manager in consultation with a HSE Team member.
Time frame	As soon as practicable

TABLE 1.7

Electrical Incidents – Energy Safety WA	
Regulator	Energy Safety (A department of Mines, Industry Regulation and Safety)
Legislative framework	Electricity (Licensing) Regulations 1991
Reportable Incidents	Reportable incidents are defined as: ▪ Electrical shocks and accidents (irrespective of their seriousness). An electrical shock is defined as an incident which does not require medical or first aid treatment. An electrical accident is defined as an incident which requires medical or first aid treatment and includes fatalities
Reporting requirements	All electric shocks and accidents shall be reported to Multiplex and the relevant Network Operator: ▪ Western Power: 13 13 51 ▪ Horizon Power: 13 23 51 ▪ Rio Tinto: 1800 992 777 ▪ BHP Billiton Newman: 1300 632 483 - option 4 ▪ BHP Billiton Nickel West 9026 5262 Or where the network operator cannot be identified: ▪ Energy Safety – 1800 678 198 Note: All electrical fatalities must also be reported to EnergySafety. 1800 678 198
Responsible person	Project Manager in consultation with a HSE Team member.
Time frame	As soon as practicable

TABLE 1.8

Reportable Incidents to the Department Of Aboriginal Affairs (DAA)	
Regulator	Department of Planning, Lands and Heritage
Legislative framework	Aboriginal Heritage Act 1972
Reporting requirements	If Aboriginal artefacts are discovered, or an Aboriginal site is found to be disturbed, the DAA is to be contacted as soon as practicable on 1300 651 077 / (08) 6551 8002 or emailed at heritageenquiries@daa.wa.gov.au
Responsible person	Project Manager, in consultation with a HSE Team member Or where on a mining lease the Registered Mine Manager.
Time frame	As soon as practicable
Description of reportable incidents	The DAA is concerned with reporting of all incidents regarding Aboriginal artefact finds and Aboriginal site disturbance. An individual is disturbing an Aboriginal site if they: • excavate; • destroy; • damage; • conceal; or • alter the site in any way without prior authorisation from the Registrar of Aboriginal sites and/or consent of the Minister for Aboriginal Affairs.

TABLE 1.9

Reportable Major Accident Under the Dangerous Goods Safety Act	
Regulator	Department of Mines, Industry Regulation and Safety
Legislative framework	Dangerous Goods Safety Act 2004 (Section 9)
Reportable incidents	Report any dangerous goods incidents where people, property or the environment are harmed, and ▪ Any dangerous goods incident or incident that, but for intervening events, could have (i.e. near miss) resulted in unreasonable (i.e. serious) harm to people, environment of property. ▪ Any incident that results in a dangerous situation and ▪ Any incident identified in specific regulations
Reporting requirements	For emergencies dial '000' Once the incident is controlled all dangerous goods incidents shall be reported to a Dangerous Goods Officer (DGO) via phone (08) 9358 8001 dgsb@dmirs.wa.gov.au should Note reporting maybe required under environmental legislation
Responsible person	Project Manager in consultation with a HSE Team member. Note: If the incident occurred on a mine site, the Registered Mine Manager shall report the occurrence.
Time frame	As soon as practicable The Dangerous goods incident report form must be lodged with within 21 days of a reportable situation, unless otherwise agreed with a DGO
References	Reporting dangerous goods incidents – Guideline

TABLE 1.10

Reportable Environmental Incidents - Department of Water and Environmental Regulation	
Regulator	Department of Water and Environmental Regulation
Legislative framework	Environmental Protection Act 1986 (Section 72 (1)
Reportable incidents	Pollution emergencies include discharges of hazardous materials or incident which threaten public health or the environment ▪ Life threatening incident or emergency 000 ask for fire ▪ Non-life threatening Pollution Watch Hotline 1300 784 782 If a discharge of waste ▪ Occurs as a result of an emergency, accident or malfunction, or ▪ Occurs otherwise than in accordance with works approval or licence or with a requirements contained in an environmental protection notice or ▪ Is of a prescribed kind notified in writing to the occupier concerned, and has caused or is likely to cause pollution, material environmental harm or serious environmental harm. ▪ Where a material has caused or is likely to cause pollution on or offsite, including impact on the public or Multiplex's neighbours (e.g. noise, smoke, odours). ▪ Where there is a potential breach of EP Act licence conditions or works approval, including limits, threshold quantities or targets as defined in the licence conditions Note: The occupier of the premises on or from which that discharge took place who does not, as soon as practicable after the discharge, give the CEO oral or electronic notification followed by written notification of the prescribed details of that discharge commits and offence Note: Potential breaches of EP Act licence limits, reportable thresholds or targets must be reported to DER before 5 pm on the next usual business day after becoming aware of the potential breach
Reporting requirements	There are two (2) requirements: 1. Verbal/electronic initial reporting: The occupier should make preliminary notification of an incident as soon as practicable to the DWER (either the relevant industry regulation office, the regional manager or the Pollution Watch Hotline (24/7) on 1300 784 782). 2. Written formal reporting: The occupier of the premises is required to provide written notice of the incident to the CEO of DWER as soon as practicable after the verbal notification. This notification may be reported by Fax to the Pollution Watch Fax line (08) 9333-7575 or mailed to Chief Executive Officer Department of Environmental Regulation, Locked Bag 33, Cloisters Square PERTH WA 6850, or emailed to pollutionwatche@der.wa.gov.au (Marked URGENT attention to Chief Executive Officer) Notification to include details of a discharge of waste as prescribed in the Environmental Protection Regulations 1987 (r) 5K
Responsible person	Project Manager, in consultation with an HSE Team member or If on a mining lease the Registered Mine Manager
Time frame	Verbal, as soon as practicable Written-7 business days
References	Guideline: Notification of Waste Discharges

Incident Investigation

Acronyms, Terms and Definitions

TABLE 1.2.1.1 ACRONYMS, TERMS AND DEFINITIONS

ACRONYM/TERM	DEFINITION
FACTORS / OBSERVATIONS	
CF	Contributing Factor - a factor or factors identified in the event sequence that increased the likelihood of the event occurring
SF	Significant Factor – a core or fundamental factor or factors identified in the event sequence.
AO	Additional Observation - an observation that is not directly related to the incident however may represent an opportunity for improvement
CONTROLS / DEFENCES	
AC	Absent Control - A control measure that was absent at the time of the incident
FD	Failed Defence - A control measure that was implemented, however it was ineffective at the time of the incident
ICF	Identified Controllable Factor(s), a factor or factors for which controls can be implemented post-incident
ACTIONS	
Corrective Action	An action or actions undertaken to fix, repair or make safe the incident (work environment) to return to a normal operating condition.
Preventative Action	An action or actions that will theoretically prevent the incident from recurring by addressing the significant and/or contributing factors to prevent or reduce the amount of damage sustained to people, equipment and/or the environment

Investigation Scope

» The scope of the investigation is determined by the incident classification level. Emphasis is placed on the more serious and complex incidents e.g. level 2 / 3.

» Incident classification level determines the investigation team (minimum).

TABLE 1.2.1.2: INVESTIGATION CLASSIFICATION LEVEL (TEAM AND TIMEFRAMES) MATRIX

INCIDENT INVESTIGATION TEAM AND REPORTING MATRIX			
LEVEL	**1**	**2**	**3 (SI / SPI)**
CONSEQUENCE	Insignificant - Minor	Moderate	Major - Extraordinary
TEAM	HSE Advisor / Injury Management Supervisor / First aid attendant	HSE Advisor / Site manager / Site Supervisor / Subcontractor representatives	HSE Advisor / Site and project manager / HSE Manager /Subcontractor representatives
NOTIFICATION TIMEFRAME	ASAP and before the end of the shift	ASAP and before the end of the shift	ASAP
REPORT TIMEFRAME	7 days	14 days	30 Days or as agreed
RECORDS	WA Incident Register (log) Injury tracking register	WA Incident Register (log) Incident investigation report Injury tracking register	WA Incident Register (log) National Incident register (log) Incident investigation report Incident investigation summary Injury tracking register
RECORDS – NOTIFIABLE INCIDENTS		WORKSAFE WA (if applicable)	WORKSAFE WA

Equipment

» Typical equipment used in an investigation includes, but is not limited to:

- Digital camera / mobile phone camera
- Tape measure
- Chalk / marking pen / paint
- Note paper / pen
- Site plan.

Training

» MPX persons leading incident investigations shall complete recognised incident investigation training course, refer to:

- Section 7.2 Training and Competency Schedule.

Incident Investigation Recording and Reporting

Ř For a level 1 incident the investigation data shall be recorded on the incident log and where required **Injury report WA HSE INC FRM 911,** completed.

Ř For level 2 and 3 incidents, the incident investigation data shall be recorded on the incident log, **Injury report WA HSE INC FRM 911** (where required), and the incident report template - **Incident investigation report WA HSE INC 910** shall be used.

Data Collection - Informative

» Data collection assists with forming an incident hypothesis.

» It is beneficial, where practicable, to inspect the scene at the same time that the incident occurred under the same conditions.

» Take multiple photographs that capture: close ups, images that assist with providing a point of reference (size, shape and dimensions): and distance shots capturing the full extent of the scene.

» Sketches / drawings of the incident site provide a record of relative positions of plant, personnel and equipment involved in the incident. As far as is practicable include relevant dimensions, measurements and/or drawings that are to scale. In some cases survey may be beneficial.

» Where necessary and practicable, testing and analysis of failed plant/equipment /materials or substances may provide relevant information in determining how or why the plant and/or equipment plant/equipment/materials or substances failed.

Data Collection - Practical

» The investigation team shall observe and collect data related to the people, equipment, environmental and system elements.

» Data may be collected via:

- Witness statements
- Interviews (from eyewitness or people involved in the incident)
- Taking photographs
- Drawing sketches
- Survey (where required)
- Engagement and conversation with subject matter experts
- Review of historical documentation and records

- Review of manuals, specifications, plans, drawings, data sheets etc.
- Recording physical measurements or observations from the environment (E.g. size, shape, weight).

» Systems, procedures and other records are required to be collected for review and analysis, this includes but is not limited to the applicable:

- Policies, procedures and standards
- Risk Assessments (SWMS, project /trade risk workshops and registers etc.)
- Equipment manuals for plant/equipment
- Inspection and maintenance records
- Legislation, Australian Standards and Codes of Practice
- Training/induction and assessment records, certificates of competency / licenses
- Previous meeting minutes (E.g. Committee meeting minutes, toolbox talks/pre-starts, subcontractor meeting minutes)
- Reports of previous incidents
- Safety data sheets
- Industry incident data
- Medical records.

Interviewing Witnesses

» Interviews should be conducted as soon as possible following the incident with all personnel directly or indirectly involved with the incident.

» An interview should set clear intention to understand the incident, consideration should be given to the following:

- Interview location, i.e. in a neutral area, where interruption is unlikely
- Interviewees right to request 3rd party attendee
- Establishing that the investigation is not about blame, it's about preventing a reoccurrence
- Setting the objective i.e. to understand the significant and contributory factors.

» At the conclusion of the interview:

- Clarify what's been stated and provide the interviewee with the opportunity to review / amend the content, and
- Thank the person for attending, summarise what was discussed during the interview, and leave open to discuss further should it be required.

Incident Analysis

» Incident analysis requires the investigator to:

- Identify the data elements – People, equipment, environment and systems
- Identify timeframes of interest
- Review witness statements/interview notes
- Review photographs / diagrams / sketches
- Review documents and systems
- Establish an event sequence / timeline
  - Note: The length of the incident sequence will be determined by the seriousness and complexity of the incident
- Identify significant and contributory factors

  - Note any additional observations.
» Following the completion of level 2 and 3 incident reports the HSE manager shall record the incident data in the WA incident taxonomy spread sheet for further analysis.
» Incident data may be used for:
  - Identification of incident trends
  - The development of preventative strategies
  - Project planning / trade risk workshops
  - Sharing learnings with others.

Incident Description

» The lead investigator is required to develop an incident hypothesis. The hypothesis should be supported or rejected based on observations and data.
» The purpose of the incident description is to provide:
  - A detailed overview of the incident
  - An understanding of the incident sequence
  - Context to the corrective and preventive actions
  - Assistance with incident data and trend analysis
» The following elements should be addressed, include but are not limited to:
  - Who was involved (identification of all the people involved or who have knowledge related to the incident)
  - What happened (facts)
  - When did it happen (timeframes of interest)
  - Where did the incident occur (environmental elements)
  - How it happened and
  - Why it happened.
» NOTE: In some cases the incident investigation report and any documents gathered during the investigation process may be used in legal proceedings, reports are required to be factual and accurate.

Failed Defences / Absent Controls

» During the incident analysis the investigator shall endeavour to identify the failed defences / absent controls in relation to the significant and contributory factors.
  - A ‘Failed Defence’ involves a control measure that was implemented but was ineffective at the time of the incident.
  - An ‘Absent Controls’ involves a control that was absent at the time of the incident.
» Note: Identification and evaluation of the identified failed defences or absent controls’ assists with future analysis of control adequacy/effectiveness.

Identifiable Controllable Factors

» Following the analysis of the control measures (failed or absent) the investigator should endeavour to seek understanding as the whether or not the identified significant and contributory factors are controllable.
  - Note: In some cases factors may not be controllable.

Corrective and Preventative Actions

» Actions shall be developed for the Identified Controllable Factors, the actions shall consider:
  - If they are corrective (returning to normal operations) or preventative actions (aimed at introducing or reinforcing defences)
  - The practicality and sustainability of actions
  - The hierarchical level of control (aiming to implement higher order controls)
  - Who is accountable for completing and signing off the action
  - The relevant date/s agreed to complete the action
  - The MPX person responsible for verifying the action has been completed.

Incident Investigation Report – Review

» Table 1.2.1.3 describes the responsibilities for MPX people completing a review and sign off for the final Level 2 or 3 investigation reports and where applicable the incident alert:

TABLE 1.2.1.3 INCIDENT INVESTIGATION REVIEW

INCIDENT LEVEL	RESPONSIBLE PERSONS	ACTION
LEVEL 2 & 3	Site Manager Project Manager	Review the content, actions and sign off the report Where applicable review and provide comment to the SPI / SI alert prior to distribution
LEVEL 3	As above and Construction Manager HSE Manager	Review the content, actions and sign off the report Where applicable review and provide comment to the SPI / SI alert prior to distribution

» Level 3 SPI/ SI reports shall be summarised and presented at management forums, including but not limited to;
  - Regional executive meetings (or equivalent)
  - Regional operations meetings / forums
  - National safety meetings / forums

Incident Investigation Report – Close Out

» Table 1.2.1.4 describes the data and records filing requirements to be completed post-incident.

TABLE 1.2.1.4 INCIDENT INVESTIGATION REPORT CLOSE OUT RESPONSIBILITIES

INCIDENT LEVEL	RESPONSIBLE PERSONS	ACTION	RECORDS
LEVEL 1	Project HSE Advisor Injury Management Supervisor	Close out in Management system using the 'identified factors' and resolution boxes within the initial incident notification log	WA Incident Register Incident log
LEVEL 2	As above and HSE Manager	Close out in Management system and upload corresponding documentation to demonstrate that the actions have been closed-out	WA Incident Register Incident log Incident report
LEVEL 3	HSE Manager	Close out in Management system and upload corresponding documentation to demonstrate that the actions have been closed-out	WA Incident Register Incident log Incident report Incident summary report National Incident Register

Confidentiality

» The privacy of injured or ill persons involved in the incident shall be maintained at all times. Medical records are sensitive and private documents and shall remain confidential to the investigation team and shall not be released without the injured or ill person's prior written and informed consent. Access to medical records uploaded to the Management system shall be limited to the investigation team and the IMS. In accordance with the Australian Privacy Act (1988), all personnel requiring access to medical records shall sign a confidentially agreement.

Legal Professional Privilege

» The Regional HSEQ Manager, Construction Manager and Corporate Communications Team (as appropriate) shall advise the MPX Regional Legal Counsel of any significant matters that arise, including incidents, which in their view may reasonably be considered to give rise to legal proceedings or proceedings by an enforcement authority. Examples of such incidents may include:

- A Level 3 - Significant Incident (see definitions): and
- Any incident that may result in greater business implications (E.g. Industrial Relations, impact on client relationships and/or prosecution by a third party.)

» Provided the internal Regional Legal Counsel is involved immediately, confidential communications that have been created for the dominant purpose of either obtaining legal advice, evidence or information in preparation for actual litigation or litigation that is ''reasonably'' in prospect will likely attract legal professional privilege. Privilege may be waived, however, if documents are shared with others or distributed (including extracts of documents or summaries of the information contained in such documents) or substantially used for other purposes.

» Once the MPX Regional Legal Counsel has been notified, the Regional Legal Counsel should direct the process of collecting information (including engaging specialist external consultants as necessary) to produce the legal advice and/or to deal with the proceedings. Any incident report or other document prepared in response to a request from Regional Legal Counsel should be marked 'Privileged and Confidential – created for the purpose of obtaining legal advice/in contemplation of litigation'. Recipients should be informed that they must not forward the investigation report to anyone. Only Legal Counsel should distribute documents. Creation of unnecessary documents should be avoided and meetings or teleconferences should be held to discuss advices (rather than disclosing it by email).

» Where there is no prospect of litigation but legal advice is sought in relation to legal rights, liabilities, obligations and remedies following an incident, the request for legal advice should be directed to the Multiplex Regional Legal Counsel directly and start with the words "I want your advice on …".

» Advice from the Regional Legal Counsel should also be sought before voluntarily disclosing any privileged investigation report to any external party.

» Advice from the Regional HSEQ Manager and Regional Legal Counsel should also be sought before voluntarily disclosing any documents or information or agreeing to participate in an interview with any regulator with jurisdiction over the incident.

In circumstances where MPX is required to report to a client or their representative, MPX shall liaise with the client or their representative ensuring that any prescribed reporting or communication requirements as stipulated in the contract are complied with but remaining cognisant of any legal professional privilege that may exist in relation to documents or information being sought by a client or their representative.

1.2 Injury Management

Document Reference: WA HSE INC PRO 121

Definitions

TABLE 1.2.1 ACRONYMS, TERMS, DEFINITIONS

ACRONYM/TERM	DEFINITION
IMS	Injury Management Supervisor
Injury	An injury is where a person sustains physical trauma in a single event that requires some form of treatment, refer to table 6.3.4 for notes and examples
Occupational Illness	An OI is any medical disorder that results from mainly exposures at work, over a period of time, refer to table 6.3.4 for notes and examples
IP	Injured Person
RTWP	Return To Work Plan

Responsibilities

Employers

» Employers are required to
  - Establish an injury management system, and
  - The injury management system shall be in accordance with the Workers compensation Code of Practice (Injury Management) 2005 Western Australia

» Note: Injury management systems in accordance with the code, means in accordance with relevant legislation including regulations, codes of practice and guidance notes and specific requirements of MPX.

» The employer of a worker who has suffered an injury compensable under the Workers Compensation and Injury Management Act (1981) must establish a return to work program (RTWP) for the worker as soon as practicable after either of the following occurs:
  - The worker's treating medical practitioner (medical doctor) advises the employer in writing that a return to work program should be established for the worker:
  - The worker's treating medical practitioner signs a medical certificate to the effect that the worker has some capacity or partial capacity to return to work.
  - The employer must verify that the establishment, content and implementation of a return to work program are in accordance with the code

» A return to work program is not required to be established for a worker who:
  - Has returned to the position held by the worker immediately before the injury occurred: and
  - Has a total capacity to work in that position.

» After an injury has occurred, the employee can nominate their own medical practitioner. Additionally, MPX shall provide the employer/subcontractor with a list of approved medical practitioners.

» This medical practitioner must nominate if the employee has:
  - Full capacity for work, or
  - Some capacity for work or partial capacity, including selected pre-duties, other suitable duties, workplace modification and/or modified hours, or
  - No capacity for any work.

» The treating medical practitioner must indicate a RTWP can be implemented.

» Where the treating medical practitioner has indicated that the employee has some capacity for work:

- The employer must establish a return to work program as soon as practicable.
- The employer must provide a range of alternative / modified duties for the employer and employee to discuss with the treating medical practitioner.
- The alternative / modified duties shall be developed in alignment with the injured person's job description.
- The employee must be consulted in the development of the RTWP.

» Each employer shall designate a suitably qualified injury management coordinator or similar.

Employers Supervisor

» The employer's supervisor must:

- Provide first aid treatment to the injured employee as soon as practicable
- The treatment shall be appropriate to the nature and the scale of the injury/illness
- Where further medical treatment is required, arrange for a staff member to accompany the injured worker to the nominated medical facility, and verify that all relevant documentation is completed
- Notify MPX as soon as practicable
- Assist in the establishment of alternate / modified duties for the employee that are consistent with the treating medical practitioners instructions and in alignment with their position description: and
- Monitor the implementation of the RTWP.

Employees

» Employees shall:

- Report any injury/illness immediately to their direct supervisor
- Present to the designated first aid area or nearest medical centre for assessment and where required, treatment
- Where required actively participate in the development of a return to work program
- Co-operatively participate in the agreed return to work program which involves adhering to recommendations, restrictions and other interventions
- Whilst on leave or certified totally unfit for work:
  - Attend medical and injury management appointments e.g. physiotherapy
  - Keep their supervisor/IMS up to date with any changes in medical status, prognosis, proposed treatment and work capacity, including the outcome of appointments as soon after as reasonably practicable
  - Avoid activities that may aggravate their injury
- On return to work and as required, meet / liaise with their supervisor / IMS to review injury and return to work progress
- Provide up to date medical certification to their supervisor and IMS
- Immediately report any deterioration in symptoms to their supervisor and IMS
- Participate in agreed treatments as recommended by treating doctor(s), company medical advisor, occupational physician or other medical specialist, and other recognised allied health professionals to assist in the recovery process

- Where making a claim for workers' compensation, provide the IMS with a WorkerCover WA Certificate of Capacity and complete the Workers' Compensation Claim Form
- Attend medical examinations as reasonably requested by their employer or in the event of workers' compensation, the insurance company (in accordance with legislation).

» Periodic Medical examination - Any worker receiving weekly payments under the Workers Compensation and Injury Management Act (1981) shall, if so required by the employer or the employer's insurer, submit themselves for examination by a medical practitioner provided and paid by the employer or insurer, as the case may be.

» If requested by the employer, the employee must attend an examination by a medical practitioner which is paid for by the employer. Additionally, if the employee does receive compensation, they must attend periodic medical examinations by the worker's nominated medical practitioner.

Medical Practitioner

» The medical practitioner shall:

- Provide a diagnosis and prognosis to the injured / ill worker and employer
- Provide primary care and coordinate medical treatment
- Establish, in their opinion, whether the diagnosis does/does not correlate with the injury as described by the patient
- Review the injured worker's medical condition
- Liaise with the employer or employer's representative to facilitate an injured worker's return to work program and provide advice on work restrictions that may apply to the worker and employer, and
- Provide medical certification advising the employer, where appropriate, to prepare a return to work program or guidance that the worker has a total or partial capacity to return to work.

Injury Management Supervisor (IMS)

» The IMS is responsible for co-ordinating the injury management processes for direct MPX employees, and liaising with their treating medical practitioner, alliance health providers (if applicable), workers compensation insurers and liaising with subcontractors and their employees. This process includes:

» Initiating contact with the injured worker's treating doctor to communicate MPX commitment to injury management and return to work planning and determine (where relevant):

- Return to work timeframes and milestones
- Restrictions upon returning to work
- Timeframes for upgrading restrictions
- The rehabilitation / return to work goal, and
- Maintain regular and ongoing communication with the worker and the treating doctor in order to facilitate achievement of the return to work goal:

» Where a Workers Compensation First Medical Certificate is issued to an employee, provide information to the employee on the workers compensation system and notify them of their right to submit a worker's compensation claim for assessment by the insurance company:

» Collate relevant medical information to facilitate injury management and return to work progress:

» Where an injured worker wishes to submit a worker's compensation claim, facilitate completion of the workers' compensation claim form with the employee and the employer's report with the supervisor.

» Communicate with the worker, treating doctor and subcontractors IMS (E.g. Following up medical certificate / key scheduled appointments with medical practitioners.)

» Review / analyse injury management and return to work progress as provided by the subcontractors IMS or treating medical practitioner.

» Where applicable, liaise with the subcontractor's IMS to arrange for medical reviews by the Occupational Physician/s and verify medical progress, treatment plans and return to work progress are appropriate.

» Attend medical reviews and appointments as necessary

» Develop a RTWP in consultation with the Supervisor and Worker, based on the availability of suitable alternate / restricted duties and medical advice in accordance with the requirements of the Workers' Compensation Code of Practice (Injury Management) 2005, monitor and update RTWP as required to maintain currency.

» Maintain thorough notes on all relevant matters pertaining to their injury management and return to work on the employees confidential medical file, and

» Provide injury information and statistics to the Regional HSE Manager for reporting purposes.

Multiplex HSE Advisor

» The MPX HSE Advisor shall:

- Notify the supervisor and IMS as soon as possible
- Assist the IMS with the review of return to work programs and duties descriptions.

Multiplex HR Representative

» Where required, the MPX HR representative shall provide advice on injured workers rehabilitation via:

- Wage reimbursement
- Salary continuance
- Redeployment.

» Additionally, the MPX HR Representative shall provide guidance relating to an employee's role description.

Injury Management Process

Non Work Related Injury or Illness

» Where a non-work related injury or illness impacts on a worker's ability to perform their role the employer shall manage the return to work process.

» Where an employee is recovering from non-work related injury or illness and is intending on returning to work, a return to work program is to be prepared and submitted for review and approval by the Project HSE Manager and or HSE Manager/Advisor in consultation with the IMS, prior to re-mobilisation.

Onsite – First aid Treatment

» In the event that a person is injured on site and requires first aid treatment:

1. The injured person (IP) must present to the designated first aid area for first aid treatment.
2. The designated first aider shall administer the necessary first aid treatment.
3. Advise their supervisor.
4. When the treatment has been administered the, IP shall return to work.
5. The IMS or HSE Advisor / Manager shall enter the first aid report into the management system.

Offsite Medical Treatment

» In the event where an injury (after being assessed by the designated first aider), requires further medical consultation off site, non-emergency, refer to Table 1.2.2.

TABLE 1.2.2 – OFFSITE MEDICAL TREATMENT

MULTIPLEX	EMPLOYER/SUBCONTRACTOR
1. Designated first aider to contact IP's supervisor and MPX - HSE Advisor. 2. HSE Advisor to contact the relevant Site Manager and or Project Manager and where required Project Director. 3. Designated first aider can issue the workers employer / supervisor / IP with generic suitable duties letter give to the Medical Practitioner, listing possible suitable, modified or alternative work duties. 4. IMS / HSE Advisor / Administrator to enter the incident on the WA incident register as soon as possible. 5. Forward a copy of the completed and signed **Injury notification/response WA HSE INC.FRM 912** to the MPX IMS. 6. MPX IMS to send **Injury Report WA HSE INC FRM 911** and **Injury notification/ response WA HSE INC.FRM 912** to the workers employer for return with copy of the certificate of capacity (signed by the Medical Practitioner). Note: this must be provided to MPX prior to the IP returning to work. 7. IMS to follow up with IP and report status to HSE Advisor/Manager. 8. IMS to scan and save the completed **Injury Report WA HSE INC FRM 911** and **Injury notification/ response WA HSE INC.FRM 912** to the management system. Inform and where required follow up with the workers employer and verify the workers employer response has been recorded. 9. If an internal investigation is required, the investigation shall be undertaken in accordance with the MPX Incident Investigation Procedure.	1. IP's supervisor to report to the first aid room immediately 2. IP's supervisor to arrange suitable transport to and from the medical centre. 3. Supervisor to attend medical centre with the IP and authorise medical treatment, payment and confirm workers compensation claim forms are completed and give copy of the Subcontractors own suitable duties list or a copy of the generic suitable duties letter to the Medical Practitioner. As the injury has the potential to be a worker's compensation injury, a company referral letter is to accompany the injured worker. This letter shall state suitable duties that are available within the subcontractor's scope of work and in alignment with the IPs position description. 4. Supervisor to confirm return to work program is initiated (where applicable) 5. Subcontractor to reply to **Injury notification/ response WA HSE INC.FRM 912** issued by the IMS within 48 hours (where required) 6. Subcontractor to complete their incident investigation report form and forward to MPX HSE Advisor

Emergency Medical Treatment

» In the event where an injury after being assessed by the designated first aider requires emergency medical treatment off site (I.e. transport via ambulance) refer to Table 1.2.3.

TABLE 1.2.3: EMERGENCY MEDICAL TREATMENT

MULTIPLEX	EMPLOYER/SUBCONTRACTOR
1. A MPX representative shall requested ambulance attendance - Dial 000. 2. Designated first aider to contact and advise, IP supervisor (if not already notified) and MPX HSE Advisor. 3. Site Manager/supervisor to arrange unobstructed access/egress to site and first aid facility. 4. HSE Advisor/IMS contact the relevant Site Manager and/or Project Director /Manager– and report the injury. 5. Project Manager to report to Regional HSE Manager whom will report to Director/s. 6. MPX IMS to send **Injury Report WA HSE INC FRM 911** and **Injury notification/ response WA HSE INC.FRM 912** to the workers employer.	1. IP's supervisor to report to first aid room immediately. 2. IP's supervisor to follow ambulance off site to the nominated hospital emergency department.

Injury Classifications

» Regional HSE Manager or their delegate is responsible for providing the final determination and classification with the relevant MPX Site Manager and IMS regarding an injury classification.

» MPX HSE Manager / Advisor, is required to validate the initial injury classification with the MPX Site Manager, and consult with the Regional HSE Manager for final approval.

» MPX Site Manager validates the initial injury classification decision with the HSE Manager/Advisor.

» IMS collects and interprets medical and health information relating to the injury, and guides decision making based on this information. Provides this information to the MPX Site Manager and Regional HSE Manager.

» Subcontractor's representative is responsible for providing the IMS with all relevant medical and health information relating to the injury.

» Subcontractor's representative and MPX Supervisors are responsible for providing the MPX Site Manager with all relevant information regarding the incident, injury and medical treatment.

» There are seven (7) injury/illness classifications:

1. First Aid Injury / Treatment - FAI
2. Medical Treatment Injury – MTI
3. Restricted work Injury – RWI
4. Lost Time Injury/Illness - LTI
5. Permanent Disabling Injury – PDI
6. Fatal Injury /Illness – FI
7. Occupational Illness – OI

- Refer to Table 1.2.4 Injury classifications, definitions and examples

TABLE 1.2.4 INJURY / ILLNESS CLASSIFICATIONS, DEFINITIONS, & EXAMPLES

CLASSIFICATION	DEFINITION / EXAMPLES
First Aid Injury (FAI)	FAI is an injury that is limited to one time treatment and subsequent observation and involves treatment for only minor injuries
Examples	Visits to a physician or other health professional solely for observation or counselling.
	The conduct of diagnostic procedures, such as x-rays or blood tests, including the administration of prescription medications used solely for diagnostic purposes (e.g. eye drops to dilate pupils).
	Using a non-prescription medication at a non-prescribed dose.
	Using a prescription medication as a 'one-off' single dose for a minor injury or as precautionary or for preventative treatment (e.g. anti-biotic to prevent infection).
	Administering immunisations (e.g. Hepatitis B, tetanus) as a precaution to prevent illness.
	Cleaning, flushing or soaking wounds on the surface of the skin or applying antiseptic and/or bandages.
	First degree or superficial thickness burns.
	Using wound coverings such as bandages, gauze pads, butterfly bandages, or Steri-Strips, except when used in lieu of sutures.
	Note: Other permanent wound closing devices such as sutures, staples, glues etc. are considered MTI.
	Using hot or cold therapy during the first visit.
	Using any non-rigid means of support, such as elastic bandages, wraps and non-rigid back belts.
	Note: Devices with rigid stays or other systems designed to immobilise parts of the body are considered MTI.
	Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
	Removing foreign bodies from the eye using only irrigation or a cotton swab (regardless of whether by doctor or first aider).
	Removing splinters or foreign material from areas (other than eye) using tweezers, cotton swabs or other simple means.
	Using finger guards, eye patches, massages.
	Drinking fluids for relief of heat stress.
	Up to three sessions of physiotherapy, chiropractic or other physical therapy modality (including but not limited to the use of ultrasound, interferential and other electrical modality).
	Admission to hospital for Electrocardiogram (ECG) following an electric shock.
	"Second opinion" medical reviews to clarify or confirm a diagnosis, where no further intervention is required.
Medical Treatment Injury (MTI)	An injury which, under normal circumstances, requires the treatment, or under the specific guidance of, a medical practitioner, but which does not result in lost days or restricted work duties. Also includes any loss of consciousness. Treatment that is administered by a medical practitioner, but could normally be performed by a non-medical professional, is considered to a FAI.
Examples	Using prescription medication (e.g. a course of prescription antibiotics to treat infection) other than a 'one-off' (single) dose as a precautionary or preventative treatment.
	Using non-prescription medication at prescription strength.
	Second or third degree or partial or full thickness – burns.
	Wound closing devices such as sutures, staples, glues. Includes use of Steri-strips when used in lieu of sutures.

CLASSIFICATION	DEFINITION / EXAMPLES
	Using devices with rigid stays or other systems designed to immobilise parts of the body, e.g. casts and splints (other than finger guards).
	Removing embedded foreign bodies from the eye by a doctor using anaesthetic/ needle, scraping or use of other specialised device (use of irrigation only is considered first aid).
	Removal of excess ear wax via warm water syringing (Use of Cerumol, Auraglen or Audi Clean is considered First Aid treatment).
	Use of a series of physiotherapy or other professional treatments for sprains or strains.
	Surgical treatment of infection.
	Treatment of bruises by drainage.
	Any injury that results in loss of consciousness (e.g. due to blow to head, fuming, heat stress etc.).
	Administering fluids intravenously for hydration purposes.
	Continued use of oxygen after exposure to toxic or noxious atmospheres. Note: Initial 'one-off' treatment considered first aid.
	Any general surgical treatment.
Restricted Work Injury (RWI)	An injury where a person cannot perform one or more of the routine functions of their role (routine functions are those work activities the employee regularly performs at least once per week), or from working the full workday that they would otherwise have been scheduled to work.
Notes	Counting of restricted work days commences at the next rostered working day following the medical examination
	Medical restrictions can only be prescribed by a reviewing medical practitioner. However, if medical restrictions do not interfere with the person's ability to perform the majority of his/her role, the injury may be classified as a FAI or MTI.
Lost Time Injury (LTI)	An injury where an employee is unable to perform any of their duties for their position of employment.
Notes	Counting of days lost commences on the first working day after the injury, and does not include rostered days off, weekends, public holidays, annual leave etc. if not normally required to work on such days
Permanent Disabling Injury (PDI)	A work-related injury that permanently incapacitates an employee from performing any part of their full duties
Fatal Injury/Illness (FI)	A death that results from a work-related injury or illness, regardless of the time intervening between the incident or exposure causing the injury or illness and the death.
Occupational Illness	An OI is any medical disorder that results from mainly exposures at work, over a period of time. An Occupational Illness can result in a person seeking treatment and returning to normal duties, being placed on restricted duties or not being able to work (lost days). The main criteria for an occupational illness is as follows: - A clearly defined medical illness can be diagnosed - A greater than 50% probability of being caused by work exposures - Produced over time by repeated exposure, rather than from a single event, and - Exposure to suspected agents at work to a degree and duration that is sufficient to produce the illness. Note: Suspected agents can be transmitted to the person via inhalation, absorption, ingestion or direct contact.

CLASSIFICATION	DEFINITION / EXAMPLES
Notes	An OI is considered to be caused by or mainly caused by exposures at work (e.g. a 50% or more probability that the illness was caused by exposure at work). OI includes acute and chronic illness or diseases that may be caused by inhalation, absorption, ingestion or direct contact with an agent. Whether a case is considered a work-related injury or an OI is determined by the nature of the original event or exposure that caused the case, not by the resulting condition of the affected employee. Cases resulting from anything other than a single event are considered to be OI's. In order to determine whether an employee's illness is occupational in nature, the following should be considered: a. Has an illness clearly been diagnosed? b. Does it appear that the illness is caused by, or mainly caused by, suspected agents or other conditions at work? c. Are these suspected agents present, or have they been present, in the work environment? d. Was the affected employee exposed to these agents in the work environment? e. Was the exposure to a sufficient degree and duration to result in the illness condition? f. Was the illness attributable mainly to a non-occupational exposure? For suspected chemical exposure, the safety data sheets (SDS) for those substances suspected of causing employee illnesses should be checked to verify the relationship between the exposure and the resulting symptoms.
Examples	- Musculoskeletal conditions, including back problems - Occupational Overuse Syndrome (OOS) - Work-related stress - Mental illness - Dermatitis - Infectious diseases - Noise-induced hearing loss - Over-exposure to health hazards (asbestosis, silicosis).

2.1 Emergency Management – Roles and Responsibilities

Document Reference: WA HSE EMG PRO 149

Informative

Specific roles and responsibilities of emergency team members are described in the Project Emergency Management Plan - Emergency Controller, Emergency Team Leader, and Emergency Team Members.

Refer to each emergency management procedure for specific roles and responsibilities and response actions.

Project Emergency Response Team (ERT) typically consists of an

- Emergency Controller (Snr/Site Manager)
- Emergency Team Leader (Site Manager / supervisor), and
- Emergency Team Members (supervisors / construction workers)

Roles and Responsibilities

In the event of an emergency;

All Personnel

» Assess the situation and call for help via telephone, two way radio or sending someone to get help

Emergency Controller - Snr/Site Manager

» Coordinate the emergency response with the Emergency Team Leader

» Contact Emergency Services or instruct others to do so

» Check that Emergency Services have clear access to site (where required)

» Allocate a guide or guides to wait at the main gate and direct emergency vehicles to the incident site

» Assist Emergency Service provider.

Emergency Team Leader - Site Manager / Supervisor

» Coordinate the emergency response

» Contact Emergency Controller

» Check that Emergency Services have clear access to site of incident (where required)

» Allocate a guide or guides to wait at site entry and direct emergency vehicles

» Assist Emergency Service provider.

Emergency Team Member - Supervisors / Construction Workers

» Assist the Emergency Team Leader as directed

» Assist Appointed First Aider as directed

» On instruction from Emergency Team Leader act as a guide to direct Emergency Services.

2.2 ACM Inadvertent Potential Exposure

Document Reference: WA HSE EMG PRO 150

Š Supplementary to the procedures described below the contracted licensed asbestos removal contractor shall develop site-specific emergency procedures for inadvertent ACM exposure.

Enclosure Evacuation

» Where evacuation of an encapsulated enclosure is required, the sentry will notify all personnel within the enclosure to cease work and direct them to the nearest practical exit point.

» If the evacuation is due to an immediate or life threatening event, decontamination procedures may be waivered and workers may leave via the nearest exits (e.g. kicking out or tear plastic panels may be required).

» Any worker leaving the encapsulation without decontamination should stay clear of all other workers and keep their respirator in place.

» At the prescribed safe assembly area, the asbestos removalist contractor's supervisor will arrange for all exposed persons to be decontaminated, any clean persons will be given respirators to prevent exposure.

» All potentially contaminated clothing is required to be placed into bags and sealed at the assembly area to prevent further contamination.

» Spare respirators are required to be kept in the asbestos removalist contractor's site laydown to use in an emergency evacuation of the asbestos enclosure to protect emergency response personnel.

» The removal work area and all exit routes shall be assessed by a hygienist to determine if contamination has occurred during an evacuation. If contamination has occurred, clean-up / clearance procedures shall be followed before work resumes.

Unexpected finds / Potential Inadvertent Exposure

» If friable asbestos or a suspicious material or substance similar to friable asbestos is found in the process of normal works, the following procedures must be followed:

- If hazardous materials are found, personnel are to stop work & notify their site supervisor – the supervisor shall inform MPX
- MPX shall notify any other parties relevant to the activity
- All personnel are required to move at least 10 metres away from the affected area, as far as is practical
- Personnel are required to remain in the area and not move around site to common areas such as toilets, change rooms, lunch room etc.
- Personnel who have been potentially exposed are required to remove work clothes & boots, and don a disposable coverall suit
- Work clothes & boots are required to be left in the work area inside the plastic bags that have been provided
- Decontamination unit (or area) is to be established. Affected worker(s) will proceed to this area

- Person's supervisor to send for new issue of clothing. Clothing to be bought to the site for the affected worker(s)
- Work clothes suspected of contamination shall not be removed from the area unless test results are negative for asbestos.
- A sample of the friable asbestos or suspicious material is to be taken – in accordance with the Code of Practice for Safe Removal of Asbestos.
- If tests confirm friable asbestos, the exposed / affected workers are to attend a medical centre and undergo medical tests.

Ř In accordance with regulatory requirements, if the test confirms friable asbestos, the incident is required to be reported to WorkSafe WA.

- If test results are positive for asbestos then asbestos removalists will remove the contaminated clothing bag during the asbestos removal process.

Ř No further works can continue in the area until the asbestos is removed by a licensed asbestos removalist and a clearance certificate issued.

⚠ If non-friable asbestos is found and has been disturbed (i.e. broken) then it is deemed to be friable unless proven otherwise.

2.3 Bomb Threat

Document Reference: WA HSE EMG PRO 151

Informative

All threats are to be treated as genuine. Threats may be via the following:

» Written - if a written bomb threat is received and recognised as a threat, the document must be kept, including any container or envelope it arrived in.

» Telephone - the person receiving the bomb threat via the telephone should not hang up or disconnect the call, and as soon as possible complete the bomb threat checklist. Prolong the conversation as long as possible, and do not hang up or disconnect the call.

Role of Person Receiving a Bomb Threat

» Personnel receiving a bomb threat are to report to the Project Manager immediately and where possible complete the **Bomb Threat Checklist WA HSE INC FRM 941**. If the bomb threat is received at the MPX head office, head office is required to document the information and immediately inform one of the four (4) people nominated on the **Bomb Threat Checklist WA HSE INC FRM 941** and the relevant project/site manager.

» The person contacted will inform the Project Manager / Site Manager whom will initiate actions to commence evacuation.

⚠ The person receiving the bomb threat by phone must not disconnect the call.

» If written threats are received by post or delivery, the package in which it arrived must be placed into a plastic envelope or similar immediately to minimise handling.

Role of Emergency Controller

» Following an analysis of information received, the Emergency Controller should categorise the bomb threat. This may be either specific or non-specific as follows:

1. **Specific Threat:** The caller will provide more detailed information which could include statements describing the device, why it was placed, its location, the time of activation and other details. Although less common, the specific threat is more credible.
2. **Non-Specific Threat:** The caller may make a simple statement to the effect that a device has been placed. Generally very little, if any additional detail is conveyed before the caller terminates the conversation. The non-specific threat is the more common, but neither can be immediately discredited without investigation. In other words, every threat has to be treated as genuine until proven otherwise.

» Evaluation involves assessing one of four possible alternatives:

1. Take no further action
2. Search without evacuation
3. Evacuate and search
4. Evacuate (without search).

» **Informative:** Each of these options will have advantages and disadvantages related to safety, speed of search, thoroughness, productivity and morale, and have to be assessed against the potential risk, which may involve one or more of the following:

- Evaluate the information received and situation
- Contact Police or instruct the Communications Officer to do so and request assistance
- Notify Emergency Controller / Team Leader / Crisis Management Team leader (Regional Managing Director) or instruct others to do so
- Confirmation that the Police have clear access to the site of incident (where required)

- Allocate a guide(s) to wait at the main gate and direct / assist Police when instructed
- Organise search areas and teams
- Evacuate the site or specific areas.

Role of Emergency Team

» On instruction, commence evacuation.

» Confirm that all personnel leave their work areas and proceed to the assembly area

» Exit the area leaving doors open behind them.

» Follow instructions from the Emergency Controller / Team Leader

» On instruction from the Emergency Controller / Team Leader, act as a guide to direct Emergency Services.

Response - Notification

» Upon receipt of a threat or discovery of a suspect object, the local police should immediately be advised and assistance requested.

Search - Informative

» Following appropriate notification, team members should be allocated with search areas. The aim of the search is to identify any objects that are not normally found in the area or location, or for which an owner cannot be readily found, or has unusual characteristics such as shape, sound, and presence of wire/string or specific wrappings.

» NOTE: Those considered to be best qualified to conduct a search are the occupants, as they have knowledge and understanding of what belongs and what does not. Police do not possess this level of knowledge: the Police may assist in some cases but are less likely to recognise what may be suspect.

» If the caller indicates a specific location of the bomb, this location should receive immediate attention. The area should be evacuated area secured and search conducted. If no specific location is identified, the search should begin in areas such as site offices, stairwells, toilets, lunchrooms and wash rooms. The search must be comprehensive eliminating each area, starting with areas that have high level of access, until the entire search is complete.

» If the decision to evacuate and search is made, persons should be requested to remove all personal belongings, E.g. Handbags, briefcases, shopping or carry bags when evacuating. This will facilitate the identification of suspect objects.

» If what appears to be a bomb is located, IT MUST NOT BE TOUCHED OR MOVED. The area must be cleared and police guided assistance obtained and utilised. Doors and windows should be left open to reduce the blast effect of any explosion. Search of other areas should continue to verify that there are no other suspect objects.

General Priorities for Searching Follow a Set Sequence

1. Outside areas including evacuation assembly areas.
2. Building entrances and exits and particularly, paths people will use to evacuate.
3. Public areas within buildings.

   Note: These are areas in most buildings, which are accessible for the placement of an ‘object’. In addition, they usually provide a means of exit which evacuees have to pass through, or be in proximity to, during an evacuation.
4. Other areas. Once external and public areas have been declared clear, a search should be conducted. This search should begin at the lowest levels and continuing upwards

until every floor, including the roof, has been searched. Once a floor or room has been searched, it should be distinctively marked to avoid duplication of effort. The ERT personnel, due to the intimate knowledge of the building, should assist the relevant authorities in these procedures.

» On locating a suspect object, search personnel should not touch or move it. The location should be conspicuously marked, e.g. a paper trail to the nearest exit is most suitable. Personnel are to verify that there are no other suspect objects in the vicinity then evacuate and isolate the area. The search of other areas should continue to confirm that there are no other suspect objects.

Evacuation Options – Informative

Limitations of Total Evacuation

» Immediate and total evacuation would seem to be the most appropriate response to any bomb threat, as it is in the case of fire. However, the evacuation procedures in response to a bomb threat do not necessarily follow those for a fire, e.g. doors and windows should be opened, to lessen blast effect and not closed as in the case of fire. Additionally there are significant safety and economic factors associated with a bomb threat that may weigh against an immediate evacuation as follows:

1. Risk of injury - as a rule the easiest area in which to plant an object is in the shrubbery sometimes found outside a building, an adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury. Car parks shall not be used as assembly areas.
2. Response limitation - total and prompt evacuation will remove personnel who may be required to make a search.
3. Panic - a sudden bomb threat evacuation may cause panic and unpredictable behaviour, leading to unnecessary risk of injury.
4. Essential services - some evacuations may be precluded by the essential nature of the operations conducted within the building.

⚠ No one shall be forced to remain on duty when the evacuation has been called.

5. Loss to business service - while the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.

» There are some conditions which make immediate total evacuation an undesirable response to the bomb threat.

Partial Evacuation

» An alternative to total evacuation is a partial evacuation. This response is particularly effective when the threat includes the specific or general location of the placed object or in those instances where a suspicious object has been located without prior warning.

» Partial evacuation can reduce risk of injury by removing the non-essential personnel. Personnel essential to a search can remain, critical services can be continued and in cases of repeat threat, loss of output is minimised. Partial evacuation requires a high degree of planning, training, supervision, co-ordination and rehearsal.

2.4 Confined Space Emergency

Document Reference: WA HSE EMG PRO 152

Informative

» Emergency response procedures, first aid, fire suppression equipment and atmospheric testing devices shall be readily available where personnel working in a confined space, in accordance with:

- Section 5.3 .Confined space entry.

» All persons entering a confined space are required to wear a safety/rescue line. Prior to entry, those persons involved in an emergency response shall be made aware of the conditions and number of persons in the confined space.

» Note: In a confined space emergency rescue, the spontaneous reaction to immediately enter and attempt to rescue a person from a confined space, this could lead to the death or serious injury of those attempting the rescue. All persons who may be involved in any way with emergency response associated with confined space will be made aware that emergency response procedures are to be followed at all times.

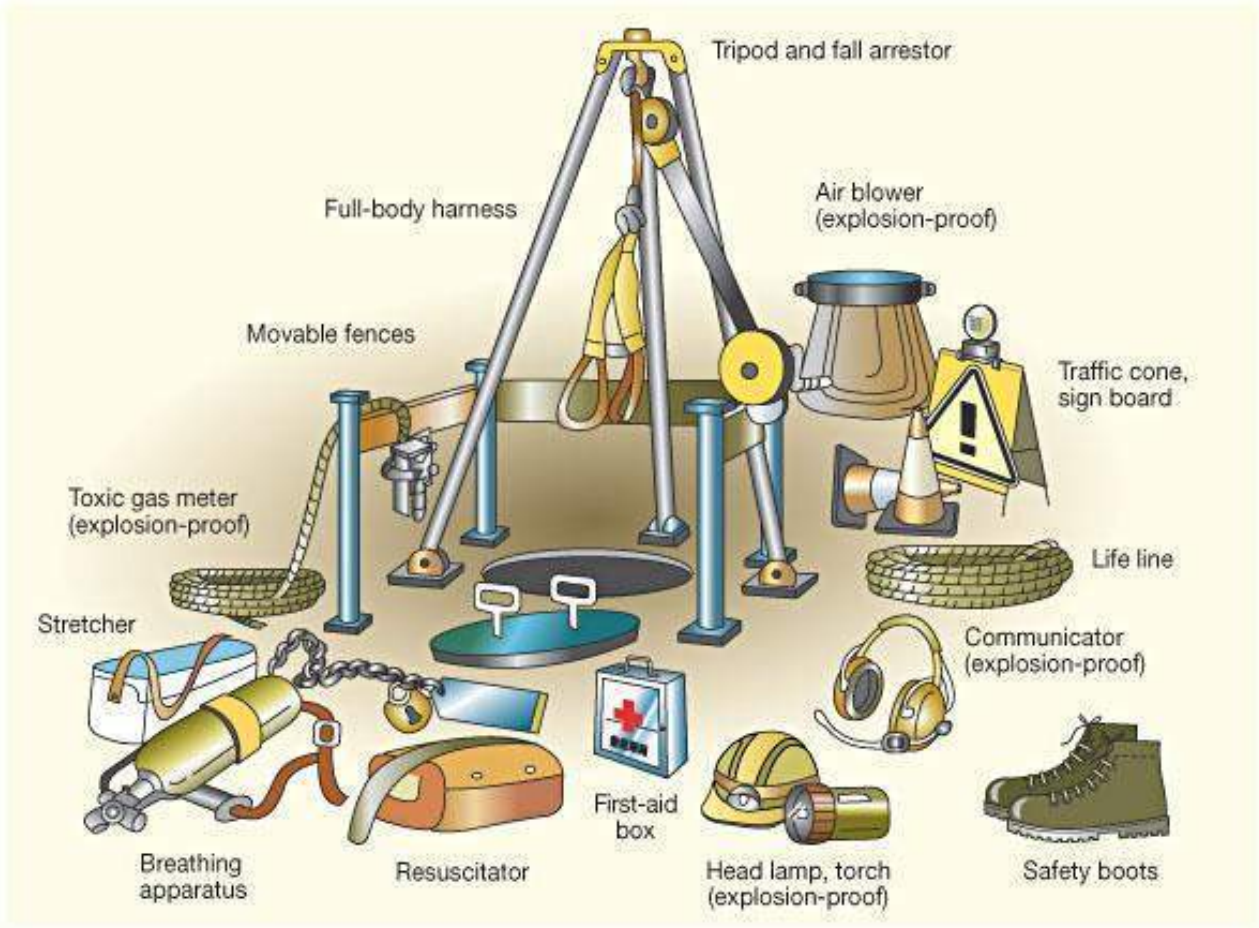


Figure 6.6.1 – Example confined space rescue equipment

Self-Rescue

» If possible all confined space occupant/s will initiate self-rescue.

» In the event of an emergency without injury, confined space workers evacuate themselves.

» In the event of non-serious injury, confined space workers evacuate themselves:

- E.g. casualty is still conscious and degree of injury is such that they can still evacuate themselves.

Assisted Rescue

» Initial attempt to rescue person should be by use of retrieval line:

- Note: person may or may not be conscious

» Stand by person operates equipment such as rope rescue set and tripod.

Rescue Requiring Emergency Entry

Note

» Entry into a confined space to conduct a rescue should only be carried out by those who have been trained to perform a rescue.

» There may be more than one casualty.

Procedure

» Sentry is to assess the situation and call for help or send someone to get help.

- Notify emergency service providers.
- Test atmospheric conditions.
- Don breathing apparatus.
- Attached rescue line.
- Enter the space and locate casualty.
- Initiate DRSABCD.

» Where possible (without exposure to harm), remain with the casualty until medical assistance has arrived. Do not move the injured person unless in imminent danger. If this is not possible, leave the space.

- Reassure the injured person and make them feel comfortable
- Stabilise the casualty
- Remove casualty from the space.

2.5 Emergency Evacuation

Document Reference: WA HSE EMG PRO 153

Informative

» Specific roles and responsibilities of emergency team members are described in the Project Emergency Management Plan.

» In the event of an emergency evacuation of the site, all Project based people are warned depending on the location within the site by an emergency siren – (a continuous siren), two way radio or verbal direction from MPX. The emergency siren will continue until the MPX Site Manager is satisfied all site people are assembled.

Ř Evacuations (drills) shall be conducted at least annually.

⚠ The cessation of the siren does not mean the emergency is over.



» Once the evacuation is complete and site personnel are present or accounted for, the Site Manager shall give the all clear (sound siren for approx. 30 seconds).

Equipment Testing

» Evacuation Siren Testing – The evacuation system shall be tested at frequency agreed by the emergency management team members.

» Two Way Radio Channels – Radio tests should be conducted at least weekly or at frequency agreed by the emergency management team members.

Reporting an Emergency via Telephone or Two-way Radio

» All personnel upon becoming aware of an emergency shall report directly to an MPX representative, the person receiving notification shall report to MPX Site Manager.

» When reporting an emergency, it is critical to speak clearly, concisely and provide information to the best of your knowledge.

» When reporting an emergency via two way radio:

- Declare: **EMERGENCY, EMERGENCY, EMERGENCY**

» Alternatively, via telephone provide the following information

- Your name
- The location of the emergency
- The type of emergency E.g. fire, serious injury, explosion
- The number of casualties – if known
- The type of injuries – if known
- Your location and contact details.

» Do not hang up or leave the channel until told to do so

Emergency Services - Guides

» Emergency service guide – is a person who is under instruction from MPX to guide emergency service providers (DFES, Ambulance etc.) to the location of the emergency.

» Emergency service guides are to communicate via two way radio and be positioned so that they can provide clear direction for emergency services to the incident scene.

» Emergency service guides will also direct personnel to emergency assembly areas.

» Multiple guides may be required to provide direction to emergency service providers.

Accounting for all Personnel

» Once assembled at the emergency assembly area, people shall be accounted for by conducting a head count in consultation with subcontractor supervisors.

» Head count numbers will be compared to the record of site personnel number / in consultation with subcontractor supervisors.

Persons Unaccounted For

» In the case where people are unaccounted for, the MPX Site Manager shall coordinate a search unless the area is deemed un-safe. In the event the area is deemed un-safe, the Site Manager is to report unaccounted persons to Emergency Services (upon their arrival on-site).

Evacuation Complete / Situation Controlled

» Once the evacuation is complete and all persons are present or accounted for, the Project Manager or Site Manager shall:

- Give the all clear (sound siren for approx. 30 seconds)
- Provide any relevant information to the assembled personnel relating to the emergency
- Instruct personnel:
  - To return to normal duties or
  - Wait for further instructions or
  - Leave site.

» Information pertaining to the nature of the emergency shall be disseminated to project personnel via the Project Manager or their delegate.

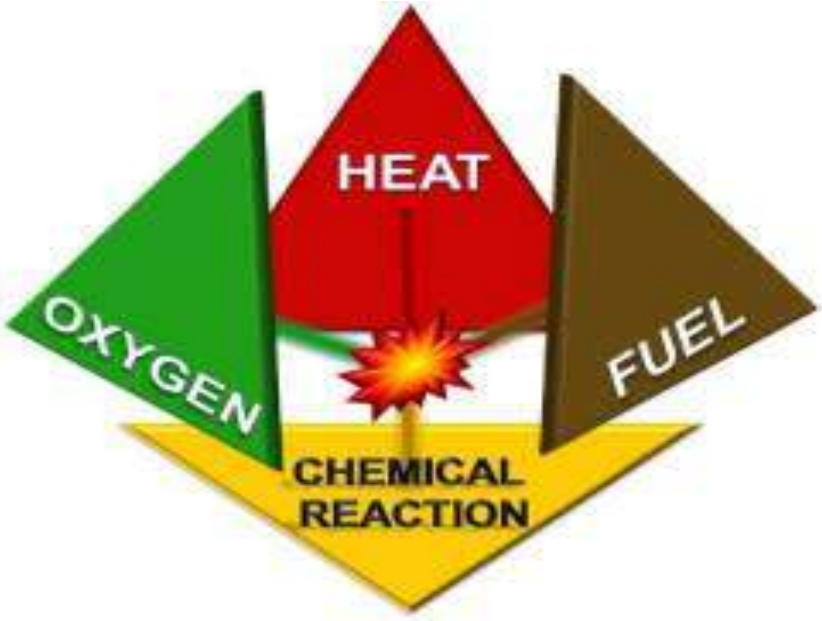
» When an emergency is brought under control, the MPX Site Manger will declare the situation to be ALL CLEAR. This shall be preceded by the emergency description e.g. fire in area / zone is all clear.

2.6 Explosion / Fire

Document Reference: WA HSE EMG PRO 154

Informative

» In the event of a fire emergency, the highest priority is to protect yourself: if you become a casualty, you will not be able to assist others. For a fire to occur the following four (4) elements of fuel, oxygen, heat and an uninhibited chain reaction are necessary. These elements together form a fire tetrahedron.



» The basis of firefighting is to remove one or more of the elements (and collapse the tetrahedron). These principles are:

- **Cooling** – the most common form of cooling is by using water. Water absorbs heat from the fire and cools the fuel to a temperature where it no longer produces flammable vapours
- **Smothering** – by removing oxygen from the surrounding atmosphere, combustion will no longer be able to be sustained
- **Starvation** – remove the fuel
- **Interrupt or stop** the chemical chain reaction, by removing fuel, oxygen or heat, the fire will be extinguished.

Fire Response Procedure

» Fire response procedure is based on the remove, alert, confine, extinguish principal, refer to:

- Table 6.8.1: Fire response procedure

TABLE 6.8.1: FIRE RESPONSE PROCEDURE

REMOVE, ALERT, CONFINE, EXTINGUISH - PROCEDURE	
REMOVE	» Remove any person from immediate danger. » Do not obstruct access and egress routes
ALERT	» Alert persons nearby and call for help or send someone to get help » Reporting a fire: - Advise your name and location of the fire - Type of fire – what is burning - Any casualties or persons at risk.
CONFINE	» Where and if possible, confine fire and smoke by closing doors and windows, localising the fire and reducing the risk of the fire spreading
EXTINGUISH	⚠ Do not take unnecessary risks – check that you have a viable escape route before attempting to extinguish fire. » Operate first attack fire-fighting equipment where appropriate (fire extinguishers / hose reels), cease to do so immediately if it becomes obvious that there are unnecessary risks associated with continuing.

Fire Extinguisher Operation

Informative

» Before attempting to fight a fire with an extinguisher, check the suitability of the extinguisher with the class of fire

» Fire extinguishers are for small fires; don't endanger yourself or your colleagues by attempting to fight a fire too close or too big.

» Maintain a distance of at least 2 metres.

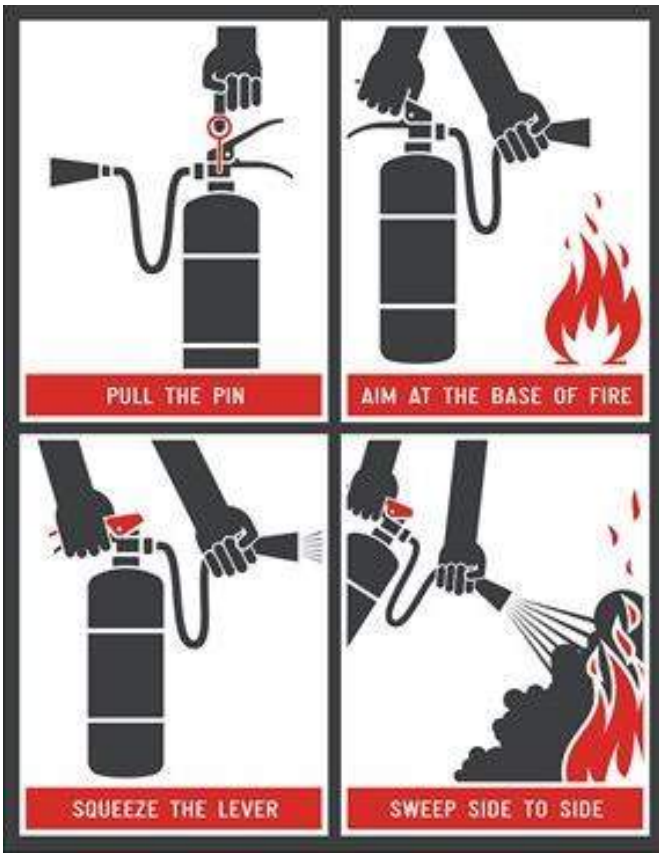
PASS

Pull the safety clip pin, check the gauge, and test away from the fire

Aim the nozzle at the base of the flames

Squeeze the handle to start to extinguish the fire

Sweep extinguisher from side to side until the fire is extinguished



1.1.1.1.1.1.1.1.1 Figure 6.8.2: Fire

2.7 Flooding / Dewatering Equipment Failure

Document Reference: WA HSE EMG PRO 155

Informative

» Due to the pre-existing site conditions, de-watering may be required as part of project works. The anticipated volumes of water associated with project de-watering causing flooding may be an identified risk should de-watering infrastructure fail.

Prevention and Response

» Prevention and emergency response procedures, first aid, rescue equipment, emergency de-watering equipment and clearly defined access/egress signage shall be readily available and be communicated to all personnel working in areas at risk of potential flooding from a meteorological event (e.g. storms causing flooding) or de-watering failure.

» Prevention and emergency response procedures include, but are not limited to:

- Monitoring for forecast wet and severe weather and postponing or ceasing works which may be susceptible to flooding (e.g. excavation, piling, earth-moving)
- Relocating plant and equipment to higher ground during severe weather events
- Confirming emergency de-watering equipment is available in addition to standard de-watering equipment
- Securing objects that are likely to float or move and cause damage
- Provision for primary and secondary access / egress points and or equipment for excavation works e.g. emergency ladder / stair access
- Establishing a 24-hour emergency contact for the de-watering subcontractor
- Establish temporary diversion or pumping around the works areas (e.g. temporary drainage / sumps / pits).

2.8 Height Rescue

Document Reference: WA HSE EMG PRO 156

Fall Arrest

Informative – Suspension Trauma (Orthostatic Shock)

» Suspension trauma, or orthostatic shock, is understood to affect victims who are suspended within a body harness for a prolonged period of time (5 to 30 minutes).

» Signs and symptoms of suspension trauma can present within two (2) to three (3) minutes. It presents with the development of a range of symptoms which may result in unconsciousness or death, and is thought to occur as a result of low blood pressure secondary to blood pooling in the legs, pelvis and abdomen of victims who are suspended and motionless.

» The signs and symptoms of suspension trauma are the same to those of shock. Suspension trauma should be considered where the victim has been suspended by a harness for a prolonged period, and are exhibiting any of the following:

- faintness
- breathlessness
- sweating
- paleness
- nausea
- dizziness
- low blood pressure
- unconsciousness

Informative

» The immediate aim is to recover the suspended person to the nearest point of safety.

» The longer the person is suspended without moving, the greater the chance of suspension trauma developing and the more serious it is likely to be. An injured person hanging in a harness awaiting rescue should be removed from upright suspension as quickly as possible.

» The suspended person may:

1. Need to be lowered to a point of safety
2. Be raised to a point of safety
3. Be able to perform self-descent
4. Be rescued by another person in descent.

» In all cases, it is preferable to not involve the rescuer (i.e. 4).

» 1 is the preferable option, based on the fact that it is easier to lower a person rather than raise a person, (or involves the rescuer as in 4).

» Due consideration will be given to the suspended person’s location:

- Rescue will be complicated by working over edges or obstructions
- Recovery over an edge will increase the effective load in raising operations due to additional friction, create risks of cutting or abrasion of the anchor line or interfere with the operation of rescue equipment.

Rescue

» Stop work - Instruct all workers in the area of the situation to stop work.

» Initiate the project emergency response procedures/DRSABCD

» Call for help (or send someone to get help), contact designated first aider, site manager / supervisor

» Request medical assistance – if suspension trauma is a possibility, inform the designated first aider / medical personnel and advise them of the issue.

» Do not attempt to rescue the person until additional help and resources have arrived on the scene.

» Maintain communication between all team members at all times.

» Identify the position from which to carry out the retrieval operation:

- The retrieval equipment shall as far as practicable, be located away from the edge
- The anchor for the rescue equipment shall be in a position as far as practicable where it can be operated easily and safely
- The equipment shall as far as practicable be protected from abrasive edges
- Identify a safe location to move the casualty to.

» Ideally the rescuers should be able to see and communicate with the casualty at all times.

» Maintain a steady controlled rate of movement. Constantly check for obstructions that may impact on the casualty.

- A tag line may be attached to the casualty to pull them away from any obstructions and direct them towards the desired location.

» Note: If the casualty is conscious they should be encouraged to exercise their legs gently, to simulate circulation of the blood.

» Monitor the casualty's condition at all times, provide necessary first aid. Reassure them and make them feel as comfortable as possible.

» Once the casualty has reached a safe location:

- If unconscious, manage as per **DRSABCD**
  - **D**anger, **R**esponse, **S**end for help, **A**irway, **B**reathing, **C**PR, **D**efibrillator
- If conscious, rest in a comfortable position, ideally lying down and provide reassurance
- Loosen and remove harness
- Administer oxygen if available
- Look for and manage any associated injuries
- Monitor for life signs frequently.

Note: The list above is sourced from the Australian Resuscitation Council guideline 9.1.5 Harness Suspension trauma first aid management.

Rescue Cage

Informative

Ė All rescue cages must comply with AS1418.17.

» The rescue cage shall:

- Have SWL clearly displayed
- Be located within crane SWL radius
- Be in an area free from obstructions/trip hazards
- Not have equipment or materials stored against the cage
- Be fitted with terminal lifting equipment at all times to enable direct hook-up
- Be situated in close proximity to each tower crane.

Rescue

» Contact the appointed first aider, site manager or site supervisor via two-way radio or telephone.

» If possible, remain with the injured person until medical assistance has arrived.

» Reassure the injured person and make him/her feel comfortable.

» Do not move the injured person unless in imminent danger.

» Dogman to check lifting chains prior to lifting the rescue cage.

» Dogman and crane operator to maintain two way radio communication. Other personnel must not talk to the crane operator during rescue unless imminent danger apparent.

» Minimum of two (2) persons in the cage at any time. Personnel in the cage must restrict their movement while the cage is elevated.

» Crane movements are to be steady and deliberate, tag lines to be attached wherever practicable. Crane operator must not leave the crane controls during rescue.

» Landing area for the cage must be clear and enable stretcher access.

» Stabilise injured person and make them as comfortable as possible prior to lifting. Appointed First Aider to travel with the injured back to ground level.

» Cage to be landed in an area free of obstruction to enable safe egress.

» Assist paramedics/others to remove casualty from the rescue cage to an ambulance or other vehicle for transport to hospital.

Mobile Elevated Work Platform (MEWP)

Informative

Š All persons involved with the use of MEWP must be familiar with the emergency descent controls and procedures prior to undertaking the work. This procedure must be documented in a SWMS. Each employee must sign the SWMS to acknowledge their understanding. Rescue procedures may be required in cases of equipment failure, injury/illness or falls from the platform.

» MEWPs may have more than one (1) emergency descent control device, all operators and persons working on the platform must be familiar with the machine's capabilities and operational controls. Ground controls will override platform controls for emergency purposes.

In Case of Equipment Failure

» Initiate the project emergency response, DRSABCD

» Call for help (or send someone to get help), contact designated first aider, site manager / supervisor, assess the situation.

» Use the emergency control descent device to lower the platform, check that no persons or objects are underneath the platform prior to descent of the platform.

In case of Injury or Illness in Elevated Position

» Call for help or send someone to get help, assess the situation.

» Contact the MPX Appointed First Aider, Site Manager or Site Supervisor via two way radio or telephone.

» Where possible, remain with the injured person until medical assistance has arrived.

- Reassure the injured person, make the injured or ill persons are as comfortable as possible and keep all body appendages within the confines of the platform.

» Use the emergency control descent device to lower the platform, check that no persons or objects are underneath the platform prior to descent of the platform.

» Do not move the injured person out of the platform unless in imminent danger.

In Case of Fall from Platform

» Note - persons may be unconscious or conscious or injured.

» Call for help or send someone to get help, assess the situation.

» Contact the designated First Aider, Site Manager or Site Supervisor via two way radio or telephone.

» If possible use the emergency descent control device to carefully lower the platform. Check that they cannot be put at risk of further harm or injury to a point where they can be safely unhooked from their lanyard.

» Where not practicable to lower the platform by use of emergency descent control device, a second MEWP shall be required to retrieve the person.

» Note there is limited time to retrieve the person before further injury or other complications occur – refer notes on suspension trauma.

Jumpform Rescue

» Where a jump form is used to construct structures, the projects formwork contractor must develop a jumpform emergency management, rescue plan and SWMS in consultation with MPX prior to jumpform construction work on the project.

» The jumpform plan must detail emergency response / rescue procedures and equipment, the formworkers / MPX emergency contacts and general jumpform layout – including provision for landing the rescue cage, locations of equipment.

» Emergency response equipment must include, but is not limited to

- First aid kit (for emergency use only) workers requiring any general minor first aid treatment must attend the project first aid facility
- Communication equipment (e.g. two-way radio)
- 4 x fire extinguishers (4.5 kg) , type AB(E), 2x on the leading deck and 2x on the trailing deck
- 1x spill kit (where the jump is hydraulic-self jacking)
- 2x safety harnesses
- 1x vertical rescue stretcher,
- 1x retrieval tripod with winch
- Ancillary winch / pulleys and inertia reels
- 1x rescue cage
- 1x trauma kit.

» General emergency response equipment must be inspected at least monthly, height safety equipment and fire extinguishers must be inspected at least bi-annually. Rescue cages must be inspected at least quarterly.

» The formworkers - workers must be inducted into the jumpform emergency management plan, and trained in the emergency response / rescue procedures/equipment.

» Emergency contacts must be available on the leading deck.

In the event of a jumpform emergency

» All work on or in the jumpform to cease immediately

» Contact the form work contractors jumpform emergency team leader

» Jumpform emergency team leader to contact other emergency team members or instruct a team member to do so (e.g. appointed first aider, site manager or site supervisor) via two-way radio or telephone.

» Jumpform emergency team leader to implement jumpform emergency management and rescue plan.

» Crane crew to prepare to use the rescue cage

- Unhook any existing load from the crane
- Attach the recue cage to crane hook

» First Aider/s to proceed to the jump and administer first aid

» Where worker is injured in internal trailing decks or external trailing decks and it is unsafe to rescue, contact DFES and await further direction

» Where worker is injured in internal trailing decks or external trailing decks and it is safe to rescue, Emergency Team Members are to setup retrieval pod with winch over

access hatch penetration on deck above the deck which the workers is injured (with access hatch door open)

» Emergency Team Members are to lower the vertical rescue stretcher to the trailing deck where the worker is injured. 2 x Emergency Team Members are to put on safety harnesses (if necessary only).

- 2 x Emergency Team members are to place incapacitated worker in vertical rescue stretcher
- 1 X Emergency Team Member to ascend ladder to next deck. 2nd Emergency Team member to remain with incapacitated.
- 1 x Emergency Team to connect vertical rescue stretcher up to tripod winch
- 2nd x Emergency Team to engage tripod winch. IP is lifted through to the next trailing deck
- Process is repeated until such time as vertical rescue stretcher is bought to top external deck – to transfer worker into rescue cage

» MPX Emergency Team members to proceed to their emergency response positions

Tower Crane - Operator Rescue

» The project is required to develop a tower crane rescue plan or similar detailing the specific crane, rescue equipment and emergency contacts.

» Emergency response equipment must be inspected at least bi-annually

» The crane operator/s and crew must be inducted into the tower crane rescue plan / SWMS, and be trained in response / rescue procedures / equipment.

NOTE: In the situation that the crane operator is <u>not</u> at imminent risk, the Dept. of Fire Emergency Services (DFES) shall be contacted as a first priority and utilised for rescue.

» Rescue equipment, must include but is not limited to

- Safety harness and twin/double lanyard
- Rescue kit with descender (e.g. Gotcha shark kit)
- Rescue line (e.g. kernmantle rope)

General Principals

Procedure A - Operator Self-rescue

In the event of an emergency preventing the operator from being able to descend the tower crane normally and where the operator is not injured, the operator shall perform self-rescue with the rescue equipment provided. The operator shall lower themselves to the ground.

1. Tower crane operations / work to cease immediately
2. Tower crane operator to notify via mobile phone or tower crane radio channel that they will be performing self-rescue
3. All rescue equipment to be used to be visually inspected prior to use - conduct **ARCHER** check

   Anchors, **R**opes/reeving, **C**onnections, **H**arness, **E**quipment function, **R**escue
4. Operator to don / fit the rescue safety harness and lanyard
5. Operator to secure the rescue kit - line to an anchorage point on the counter deck
6. Operator to connect the rescue kit karabiners to the front rescue attachment points on the safety harness lanyard
7. Operator to climb over the edge of the counter deck and slowly allow the rescue kit to take their ‘dead’ weight
8. Operator to utilise the lowering device on the rescue kit to descend – lowering themselves to ground
9. Upon reaching the ground, the operator is to disconnect themselves from the rescue kit
10. When safe to ascend / descend the tower crane again, operator rescue team is to then pack-up and store the rescue equipment on the counter deck in its original location.

Procedure B - Operator Assisted Rescue

In the event of an emergency preventing the operator from being able to descend the tower crane routinely and where the operator is injured but able to place themselves OR be assisted / fitted in a rescue safety harness, the rescuer shall perform rescue of the operator with the rescue equipment provided.

1. Tower crane operations / work to cease immediately
2. Tower crane operator to notify via mobile phone or tower crane radio channel that they will be performing self-rescue / requires assistance. Where assistance required trained person to ascend crane and provide assistance
3. All rescue equipment to be used to be visually inspected prior to use - conduct ARCHER check

   Anchors, **R**opes/reeving, **C**onnections, **H**arness, **E**quipment function, **R**escue
4. Operator to don / fit the rescue safety harness and lanyard – rescuer to assist where required
5. Where operator is able to self-descend, they follow steps 5 to 9 of Procedure A – Operator Self-Rescue
6. Where the operator is not able to self-descend, a rescuer is to secure the rescue kit line - to an anchorage point on the counter deck
7. Attach descending device to main anchor
8. Redirect lowering line over top of handrail
9. Pull line between mid-rail and deck / kickboard
10. Attach Line to casualty's harness or rescue strop
11. The operator is to climb (or be assisted) over the edge of the counter deck and slowly allow the rescue kit to take their weight
12. Rescuer is to lower operator to the ground in a controlled manner using descender at anchorage point

Incapacitated Operator

» In the event of an emergency preventing the operator from being able to descend the tower crane routinely and where moving the operator would either create a risk of further injury/illness or the operators injuries are unknown (i.e. the operator is unconscious), the preferred recovery procedure is through DFES coordinated vertical rescue.

» MPX to contact emergency services - DFES on 000 and request that DFES vertical rescue team attend site. Upon arrival to site the traffic controllers will direct DFES (and any other emergency service provider e.g. ambulance) to the base of the tower crane. MPX to standby and if required, assist with the rescue as directed by DFES.

2.9 Natural Disasters

Document Reference: WA HSE EMG PRO 157

Informative

» Natural disasters include but are not limited to:

- ⚠ Severe storms
- ⚠ Flooding
- ⚠ Earthquakes.

Roles and Responsibilities

All Personnel

» Assess the situation and call for help via telephone, two way radio or sending someone to get help.

» Under no circumstances should any MPX representative or subcontractor place themselves in danger.

» Retreat to a safe location.

» Note: emergency assembly areas may be affected.

Emergency Controller – Snr/Site Manager

» Coordinate the emergency response with the Emergency Team Leader.

» Where required contact emergency services and request assistance or instruct others to do so or commence shutting down the project in coordination with the Emergency Team Leader.

» Arrange to or shut down all non- essential services.

» Report to Regional Managing Director and Client's representative.

Emergency Team Leader – Site Manager/ Supervisor

» Assess the situation and notify the Emergency Controller / Project Manager.

» Coordinate the emergency response with the Emergency Controller.

Emergency Team Members - Supervisors, Construction Workers

» Assist the Emergency team Leader.

» On instruction from Emergency Team Leader act as a guide to direct Emergency Services.

First Aider/s

» Apply first aid where required.

» Inform the Site Manager if medical assistance is required.

2.10 Serious Injury

Document Reference: WA HSE EMG PRO 158

NOTE: In the event where an injured worker has a suspected spinal injury the worker should not be moved / attempted to be rescued – unless the injured worker is in a life threatening position.

Roles and Responsibilities

All Personnel

» Call for help or send someone to get help, assess the situation.

» Contact the Appointed First Aider, Site Manager or Site Supervisor via two way radio or telephone.

» Initiate DRSABCD (refer to Figure 6.12.1)

» If possible, remain with the injured person until medical assistance has arrived.

» Reassure the injured person and make him/her feel comfortable.

» Do not move the injured person unless in imminent danger.

Emergency Controller – Snr/Site Manager

» Coordinate the emergency response with the Emergency Team Leader

» Contact Emergency Services or instruct others to do so.

» Verify that Emergency Services have clear access to site (where required).

» Allocate a guide or guides to wait at the main gate and direct emergency vehicles to the incident site.

» Assist Emergency Service provider.

Emergency Team Leader – Site Manager / Supervisor

» Coordinate the emergency response.

» Contact Emergency Controller / Project Manager .

» Check that Emergency Services have clear access to site of incident (where required).

» Allocate a guide or guides to wait at site entry and direct emergency vehicles.

» Assist Emergency Service provider.

Emergency Team Members - Supervisors, Construction Workers

» Assist the Emergency Team Leader as directed.

» Assist Appointed First Aider as directed.

» On instruction from Emergency Team Leader act as a guide to direct Emergency Services.

First Aiders

» Apply first aid where required.

» Inform the Site Manager if medical assistance is required.

D DANGER

Ensure the area is safe for your self, others and the patient

R RESPONSE

Check for response—ask name—squeeze shoulders

No response

Response
Make comfortable
Monitor response



S SEND for help

Call triple zero (000) for an ambulance
or ask another person to make the call

A AIRWAY

Open mouth—if foreign material present
Place in recovery position
Clear airway with fingers



B BREATHING

Check for breathing—look, listen, feel

Not normal breathing
Start CPR

Normal breathing
Place in recovery position
Monitor breathing



C CPR

Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives
or patient recovers



D DEFIBRILLATION

Apply defibrillator if available
and follow voice prompts



Figure 6.12.1: DRSABCD Action Plan

2.11 Soil Subsidence

Document Reference: WA HSE EMG PRO 159

Informative

» Emergency response procedures, first aid and rescue equipment shall be readily available where personnel are working in an area where there is an identified risk of potential engulfment from soil subsidence.

Soil Subsidence without Engulfment

» Where soil subsidence occurs and there is no impact upon person/s, structures or equipment the following should be implemented:

- Establish exclusion zones
- Seek guidance from the Geotechnical consultant
- Assess the stability of the soil and whether the subsidence is safe to approach
- Identify any other risks (as far as practicable) which may have been caused as a result of soil subsidence
- Establish a cause of the subsidence
- Develop a response procedure for clean-up / removal of the subsidence and implement once agreed upon by all parties

Soil Subsidence Causing Engulfment

» Where soil subsidence causes engulfment of person/s the following will be implemented.

» Prior to initiating emergency response, the emergency response team should:

- Establish exclusion zones
- Seek guidance from the Geotechnical consultant (if practical)
- Assess the stability of the soil and whether the subsidence is safe to approach
- Establish the condition of any person/s engulfed or trapped
- Identify any other risks (as far as practicable) which may need to be addressed prior to initiating emergency response.

» Once the subsidence is confirmed as being safe to approach, the Emergency Controller will initiate emergency response procedures, which may include:

- Use of other earthmoving and/or hand held equipment to remove soil
- Use of rescue cage with a crane
- Rope rescue / search and rescue
- Use of MEWP’s to reach engulfed persons
- Confined Space Rescue
- Hydro Excavation – Vacuum trucks
- Application of first aid/medical assistance.

» If an attempt at rescue is assessed and identified as putting rescue personnel at risk of injury or harm, rescue should not be attempted and Emergency Services (DFES) are required to be contacted.

2.12 Spill Management

Document Reference: WA HSE EMG PRO 160

Planning

Š Prior to the commencement of any activities involving the use of substances on the project, a SWMS shall be developed by the sub-contractor undertaking the works. The SWMS shall include the identification and assessment of the risks associated with substances and the control measures to be implemented to address these risks.

» The project induction shall reference substance and spill management requirements.

Spill Classification

» Spills shall be classified in accordance with Table 6.14.1.

Spill Kits

» A spill kit or spill kits shall be available on site.

» The number and type of spill kits required on site and the location of spill kits shall be assessed prior to construction and during the various stages of construction.

» Due consideration shall be given to project requirements, nature of work, substances used and environmental conditions such as proximity to bodies of water, stormwater drains and ecological sensitivity.

» Spill kits contain the necessary equipment and materials to appropriately manage spill incidents, including absorbent granules, pads and booms, waste disposal bags, dust pan and brush, PPE, instructions and contents list/reorder form.

» Subcontractors are responsible to provide their own spill kit where applicable e.g. where refuelling equipment.

» Spill kits shall be labelled ‘ SPILL KIT’

» Spill kit contents are to be checked at regular intervals during site inspections.

» Access to spill kits is not to be obstructed.

» Persons responsible for using spill kits shall be trained in the use of the spill kit.



Figure 6.14.1: Typical spill kit

TABLE 6.14.1: SPILL CLASSIFICATION

SPILL CLASSIFICATION	SUBSTANCE	LOCATION	POTENTIAL THREAT TO PEOPLE OR ENVIRONMENT	LEVEL
Minor < 50L	Known	Contained on site	No potential threat	1
			Potential threat	2
		Released off site	No potential threat	1
			Potential threat	2
	Unknown	Contained on site	Potential threat	3
		Released off site		
Moderate 50L - ≤ 200L	Known	Contained on site	No potential threat	2
			Potential threat	3
		Released off site	No potential threat	2
			Potential threat	3
	Unknown	Contained on site	Potential threat	3
		Released off site		
Major > 200L	Known	Contained on site	No potential threat	3
			Potential threat	3
		Released off site	No potential threat	3
			Potential threat	3
	Unknown	Contained on site	Potential threat	3
		Released off site		

SPILL CLASSIFICATION RISK RATING			
RISK RATING	**LOW (Minor) LEVEL 1**	**MODERATE (Medium – High) LEVEL 2**	**MAJOR (High – Extreme) LEVEL 3**
	MINOR LEVEL 1	**MINOR LEVEL 2 MODERATE LEVEL 2**	**MINOR LEVEL 3 MODERATE LEVEL 3 MAJOR LEVEL 3**

Spill Response: Level 1 – Minor

» Report the spill incident to MPX.

» MPX representative to attend the spill area manage the spill/clean-up process and call for assistance where required.

» Isolate the area.

» Assess the risk - refer to SDS:

- E.g. substance type, spill size, location, proximity to bodies of water/stormwater, risk of fire or explosion etc.

» Don PPE refer to SDS - If the substance's SDS is not available or does not exist:

- E.g. sewage, then the following PPE should be worn – Steel capped boots, gloves, safety glasses, hi-vis/protective clothing.

» Control the spill, identify the source and attempt to stop it from increasing:

- E.g. righting overturned containers, switching of pumps/valves, if unfamiliar with operation of any plant/equipment call for assistance (plant operator/supervisor etc.).

» Contain the spill using items from the spill kit or use sand to create a bund.

» Endeavour to keep the spill away from water ways, stormwater drains or vegetation.

» If the spill is on water, attempt to contain away from any outlets, block outlets, and use marine booms of hydrophobic spill kit material.

» Clean –up/collect the spill using items from the spill kit, place contaminated materials and items into the waste disposals bags seal and label. Store waste in a designated and controlled area.

» Dispose of waste /spill material in accordance with SDS, remove from site to licensed waste facility.

» Restock/replace spill kit.

Spill Response: Level 2 – Moderate

» Report the spill incident to MPX.

» MPX representative to attend the spill area, manage the spill/clean- up process, call for assistance.

» Isolate the area.

» Assess the risk - refer to SDS

- E.g. substance type, spill size, location, proximity to bodies of water/stormwater, risk of fire or explosion etc.

» Don PPE refer to SDS - If the substance's SDS is not available or does not exist:

- E.g. sewage, then the following PPE is to be worn – steel capped boots, gloves, safety glasses, hi-vis/protective clothing.

» Control the spill, identify the source and attempt to stop it from increasing.

- E.g. righting overturned containers, switching of pumps/valves, if unfamiliar with operation of any plant/equipment call for assistance (plant operator/supervisor etc.).

» Contain the spill using items from the spill kit or use sand to create a bund

» Keep spill away from water ways, stormwater drains or vegetation.

» If spill is on water, attempt to contain away from any outlets, block outlets, use marine booms of hydrophobic spill kit material

» Clean –up the spill using items from the spill kit, place contaminated materials and items into the waste disposals bags, seal and label. Store waste in a designated and controlled area.

» Dispose of waste /spill material in accordance with SDS, remove from site to licensed waste facility.

» Restock/replace spill kit.

Spill Response: Level 3

Informative

» A Major chemical spill could be encountered in the form of hydrocarbons, paints or other hazardous or dangerous goods.

⚠ All spills should be considered hazardous unless the nature of the spill is known.

⚠ If the spills volatility is unknown, DFES should be notified immediately and where determined the EPA Pollution Response unit shall be contacted and informed of the spill.

All Personnel

» Assess the situation and call for help via telephone, two way radio or send someone to get help.

Emergency Team Leader – Site manager / Supervisor

» Assess the situation and notify the Emergency Controller.

» Coordinate the emergency response with the Emergency Controller.

» Restrict entrance to the affected area and isolate to prevent further discharge (only if safe to do so).

» Obtain spill kit/s.

» Minimise spread of spill. Erect bunds or barriers around the spill to prevent spill from entering into drains/bodies of water/conservation areas and maintain them until the spill has been cleaned up.

» Place absorbent materials from spill kit on the spill and allow absorption to take place.

» Dispose of contaminated absorbent material and / or contaminated sand into suitable waste reciprocals for removal to appropriate waste management facility. Seek advice from HSE Advisor.

Emergency Controller – Snr/Site Manager

» Coordinate the emergency response with the Emergency Team Leader.

» Contact DFES or instruct the Site Administrator to do so.

» Notify the Regional Director and HSE Advisor or instruct others to do so.

» Check that Emergency Service personnel have clear access to the site of incident (where required).

» Allocate a guide or guides to wait at the main gate and direct DFES.

» Assist DFES when instructed.

Emergency Team Members - Supervisors, Construction Workers

» Assist the Site Manager.

» On instruction from Site Manager or Project Manager, act as a guide to direct Emergency Services.

Spill Response: Level 3 – Major

⚠ Released off site or Contained on site.

⚠ Substance unknown or known and Potential threat.

» Report the spill incident to MPX.

» MPX representative to attend the spill area, assess the risks, manage the spill/clean-up process, obtain assistance - call Site Manager.

» Isolate / evacuate the area.

» Assess the risk - refer to SDS:

- E.g. substance type, spill size, location, proximity to bodies of water/stormwater, risk of fire or explosion etc.

⚠ If spill is deemed to be classified as **Level 3 and has been released off site or contained on site and represents a potential threat** (whether or not the substance is known or unknown) then contact emergency services immediately.

» Department of Fire and Emergency Services (DFES).

» Call 000 and ask for fire and state:

- 'MAJOR SPILL UNSAFE OR UNABLE TO BE CONTROLLED ON SITE'

» Maintain and secure isolated area and follow emergency services provider's instructions.

Spill Response: Level 3 - Major

⚠ Contained on site substance known no potential threat.

» MPX representative to attend the spill area, assess the risks, manage the spill/clean-up process, obtain assistance - call Site Manager.

» Isolate / evacuate the area.

» Assess the risk - refer to SDS.

- E.g. substance type, spill size, location, proximity to bodies of water/stormwater, risk of fire or explosion etc.

» If spill is deemed to be classified as Level 3, is contained on site and the substance is known and there is no potential threat then competent persons/service providers are required to manage the spill clean-up and disposal process in accordance with the SDS and any other relevant source of information.

» For advice/assistance contact.

» Perth Petroleum Services

- 9258 5877 (for spill response equipment and advice)
- info@perthpetroleum.com.au

» Maintain and secure isolated area and follow competent persons/service provider's instructions.

Remediation / Validation

Level 1

» HSE Manager/Advisor to review spill incident and confirm / validate spill classification.

» Confirmed level 1 spills do not require validation sampling:

- E.g. Blown/leaking hydraulic hose on a hard stand.

Level 2 / 3

» HSE Manager/Advisor to review spill incident and confirm / validate spill classification.

» Confirmed level 2 spills require HSE Advisor to confirm requirements for validation sampling.

» Confirmed level 3 spills require validation sampling.

» Validation sampling will be completed across the spill area to verify that there is no residual contamination present in soils.

» Soils will be assessed for the identified chemical of potential concern (COPC) based on the products SDS (where applicable).

» Spills which have occurred on 'clean fill' are required to be remediated and validation samples are required to comply with the COPCs definition (E.g. COPCs less than ecological assessment criteria).

» Spills which have occurred on pre-existing contaminated fill will be required to be remediated and validation samples are required to comply with background concentrations recorded within bores within the vicinity.

» Refer to Project CEMP for additional information (E.g. land contamination sub plan).

Reporting – Internal

» The spill is to be reported immediately to the HSE Advisor

» The HSE shall assess, classify, report the spill as per the CEMP and record it on the management system WA Incident Register.

» For Level 3 spill incidents the, Level 3 Serious Potential Incident (SPI) reporting procedures are to be followed refer to

- Section 6.2.1 Incident reporting.

» Records of assessment (e.g. spill/waste classification), remediation, validation and reporting shall be managed by the HSE Advisor and included in the incident report.

Reporting – External

The following conditions apply to external reporting:

» If the spill entered a stormwater system or surface watercourse or otherwise caused pollution as defined by the Environmental Protection Act, the spill incident must be reported to the Department of Water and Environment Regulation:
  - 1300 784 782 (Pollution Watch Hotline)
  - pollutionwatch@der.wa.gov.au.

» If the spill entered a stormwater system or surface watercourse and/or entered the Swan or Canning River, the spill incident must be reported to the Department of Parks and Wildlife (formerly the Swan River Trust).
  - 9219 9000 or after hours emergencies on 0419 192 845
  - rivers.info@dpaw.wa.gov.au.

» If the spill has entered a stormwater or sewer drain, the spill incident must be reported to Water Corporation.
  - 13 13 75 (Faults, emergencies & security)
  - faults@watercorporation.com.au

2.13 Structural Instability / Collapse

Document Reference: WA HSE EMG PRO 161

In the event of structural instability / collapse event

» Cease work on/in the structure

» Assess the situation and call for help via telephone, two way radio or sending someone to get help

» Evacuate the structure and surrounding area

» Isolate the structure / area of collapse

» In the case of serious injury refer to

- section 2.10 Serious Injury

» In the case of fire / explosion refer to

- section 2.6 Fire / Explosion

Uncontrolled Movement of Structures

Informative

» Construction dilapidation surveys may reveal potential issues and as a result monitoring regimes may be established. During the construction phase of the Project, adjacent structures should be inspected at intervals determined by MPX Management. In the event that there is movement of adjacent structures, which is outside of the established monitoring threshold, and it is reasonably expected that this is due to MPX Project works then the emergency response procedure will be followed.

In the case of an uncontrolled movement of a structure

» Identify and suspend (if required) any works which may have potentially caused uncontrolled movement (E.g. piling, earth moving, de-watering).

» Communicate to the Client's representative that monitoring equipment has identified adjacent structure movement exceeding the threshold limit.

» Isolate structures and evacuate where required.

» Seek guidance from the geotechnical / other engineering consultants.

» Identify any other potential risks (as far as practicable) which may need to be actioned

» Commence investigation into possible causes of movement.

» Await further direction from the Geotechnical / other engineers / Client regarding any actions required or assistance that can be provided.

2.14 Unexpected / Disturbing Finds

Document Reference: WA HSE EMG PRO 162

Informative

» Unexpected and or disturbing finds could be encountered in the form of:
  - Suicide on site outside of work hours, identified by a MPX representative or subcontractor
  - Racial or extreme vandalism
  - Animal/s or human remains
  - Heritage items
  - Hazardous substances (e.g. ACM)
    - Refer to Section 4.5 Land contamination
    - Refer to Section 6.4 ACM Inadvertent exposure
    - Refer to Section 6.5 Bomb threat
  - Violence, civil disorder, illegal occupancy.

Roles and Responsibilities

All Personnel

» Assess the situation and call for help via telephone, two way radio or send someone to get help.

Emergency Controller – Snr/ Site Manger

» Coordinate the emergency response with the Emergency Team Leader

» Contact Police and request assistance where required or instruct others to do so

» Notify Regional Director or instruct others to do so

» Check that Police have clear access to the site of incident (where required)

» Allocate a guide or guides to wait at the main gate and direct Police

» Assist Police when instructed

» Where required organise for counselling.

Emergency Team Leader – Site Manager / Supervisor

» Assess the situation and notify the Emergency Controller

» Coordinate the emergency response with the Emergency Controller

» Restrict entrance to area affected and isolate.

Emergency Team Members - Supervisors, Construction Workers

» Assist the Emergency Team Leader as directed

» On instruction from Emergency Team Leader act as a guide to direct emergency services.

Bone Discovery

» In the event that a bone or bones are discovered during excavation, drilling or piling, stop work and inform your supervisor and MPX site manager.

» The area shall be barricaded and find left undisturbed.

» The police will investigate the remains as soon as possible. The Registrar of Aboriginal Sites will liaise with the Police to confirm as far as practical that the minimum amount of disturbance takes place before identification of whether the remains are of Aboriginal origin and not a matter for further police involvement.

» Upon notification that the remains are of Aboriginal origin and not a matter for further police involvement, the Registrar of Aboriginal Sites r will seek the immediate involvement of relevant Aboriginal people.

» The Client/MPX Project Manager will develop an appropriate action plan for the management of the remains, in consultation with relevant Aboriginal people and the Registrar of Aboriginal Sites.

» The Registrar of Aboriginal Sites will confirm that the burial place is recorded and placed on the Register of Aboriginal Sites.

Ř An incident notification report is required to be logged on the management system and in **WA HSE INC REG 950– Hazardous Materials and Unexpected Finds Register.**

» In the event the bones are determined to be human and not of Aboriginal origin, the HSE Advisor or nominated delegate will notify the Project Manager and the relevant site supervisor immediately. Project personnel shall proceed as directed by WA Police.

Ř If confirmation from police that the bones are non-human, the HSE Advisor or nominated delegate will advise the relevant site supervisor and dispose of the bones. Evidence of police confirmation is required be attached to the incident notification.

» The HSE Advisor shall review Incident notification register to confirm required actions related to the incident are closed out.

Notes

» Client:

- The Client will communicate with the relevant parties (e.g. Working Groups, Aboriginal Groups, Community) on any matters relating to any finds as defined in this procedure.

» Police:

- If bones are found on the Project, MPX is required to report to the WA police
- It is understood that the WA Police will investigate any reported findings and advise MPX/Client on appropriate actions to be taken.

» Registrar of Aboriginal Sites

- If bones are found on the Project, MPX is required to report to the Registrar of Aboriginal Sites.
- It is understood that the Registrar of Aboriginal Sites will investigate any reported findings and advise MPX/Client on appropriate actions to be taken.

2.15 Violence / Civil Disorder / Illegal Occupancy

Document Reference: WA HSE EMG PRO 163

Informative

» Where violence, civil disorder or illegal occupancy is identified or the potential is highly likely the following roles and responsibilities have been described as a point of reference, at no time should any MPX representative or any subcontractors place themselves in danger or at risk of harm or attack.

Roles and Actions (where determined safe to do so)

All Personnel

» Assess the situation and call for help via telephone, two way radio or send someone to get help

» Under no circumstances should any MPX representative or subcontractor place themselves in danger or at risk of harm or attack.

» Retreat to a safe location.

Emergency Controller – Snr/Site Manager

» Coordinate the emergency response with the Emergency Team Leader

» Contact Police and request assistance (where required) or instruct others to do so

» Notify Regional Managing Director or instruct others to do so

» Check that Police have clear access to site of incident (where required)

» Allocate a guide or guides to wait at the main gate and direct Police

» Assist Police when instructed.

Emergency Team Leader – Site Manager / Supervisor

» Assess the situation and notify the Emergency Controller

» Coordinate the emergency response with the Emergency Controller

» Restrict entrance to the project /project office (e.g. lock gates/doors)

» Restrict contact between the offending party and project personnel.

Emergency Team Members – Supervisors / Construction Workers

» Assist the Emergency Team Leader as directed

» On instruction from site manager act as a guide to direct Emergency Services.

2.16 Vehicle / Mobile Plant Emergency

Document Reference: WA HSE EMG PRO 164

In the event of vehicle / mobile plant emergency (e.g. collision, roll-over, fire)

» Cease work in the area

» Assess the situation and call for help via telephone, two way radio or sending someone to get help

» Isolate and evacuate the area of non-essential people

» In the case of serious injury refer to

- section 2.10 Serious Injury

» In the case of fire / explosion refer to

- section 2.6 Fire / Explosion

» In the case of spillage refer to

- section 2.12 Spill Management

Legal and Other Requirements

- Table 3.1 Describes legal and other requirements (regulations / codes of practice / guidance notes / Australian Standards) relevant to each section, and reference to examples of documents/forms / records.
- The Work Health and Safety Act & Regulations, apply generally to all sections
- Codes of practice means approved codes of practice (CP) issued by a regulatory authority
- Guidance note, means guidance note (GN) issued by a regulatory authority
- Standards, means Australian Standards (AS or AS/NZS)

TABLE 3.1			
S	TITLE	REGULATIONS / CODES / STANDARDS	DOCUMENTS / FORMS/RECORDS
1.1	Incident reporting and investigation	Australian Privacy Act (1988)	Incident register / log Report Incident investigation WA HSE INC FRM 910
1.2	Injury management	*Schedule 2, Form 1 notification of injury, Form 2 notification of disease Workers Compensation and Injury Management Act CP (Injury Management) 2005 Western Australia CP First Aid in the Workplace – Safe Work Australia – 2016 Australian Privacy Act (1988)	Incident register / log Injury tracking register Return to work plan – WA HSE PLN 060 Report Injury – WA HSE INC FRM 911 Report Injury notification/response – WA HSE INC FRM 912
2.1	Roles and Responsibilities	Work Health and Safety Act & Regulations	
2.2	ACM inadvertent exposure	Safe Removal of Asbestos 2nd Edition [NOHSC:2002 (2005) Management and Control of Asbestos in Workplaces [NOSHC: 2018 (2005)]	Incident register / log
2.3	Bomb threat	AS 3745 Planning for emergencies in facilities	Incident register / log Bomb Threat Checklist WA HSE INC FRM 941
2.4	Confined space emergency	AS/NZS 2865 Confined Spaces	Incident register / log
2.5	Emergency evacuation	AS 3745 Planning for emergencies in facilities	Incident register / log Report – evacuation – WA HSE INC FRM 920 Report – Evac record personnel numbers – WA HSE INC FRM 921 Report person at risk – WA HSE INC FRM 922
2.6	Explosion/fire	AS 3745 Planning for emergencies in facilities	Incident register / log
2.7	Flooding/dewatering equipment failure		Incident register / log
2.8	Height rescue		Incident register / log

TABLE 3.1			
S	TITLE	REGULATIONS / CODES / STANDARDS	DOCUMENTS / FORMS/RECORDS
2.9	Natural disasters		Incident register / log Report – Disaster event log WA HSE INC FRM 943
2.10	Serious injury	AS 3745 Planning for emergencies in facilities	Incident register / log, As per 6.3
2.11	Soil subsidence		Incident register / log
2.12	Spill management		Incident register / log
2.13	Structural Instability / collapse		Incident register / log
2.14	Unexpected / disturbing finds	Environmental Protection Act 1986 Aboriginal Heritage Act 1972	Incident register / log Haz. Materials unexpected finds register WA HSE INC REG 950
2.15	Violence / civil disorder / illegal occupancy	AS 3745 Planning for emergencies in facilities	Incident register / log
2.16	Vehicle / Mobile plant Emergency		Incident register / log

Appendix 14 – Tenancy Identification Template

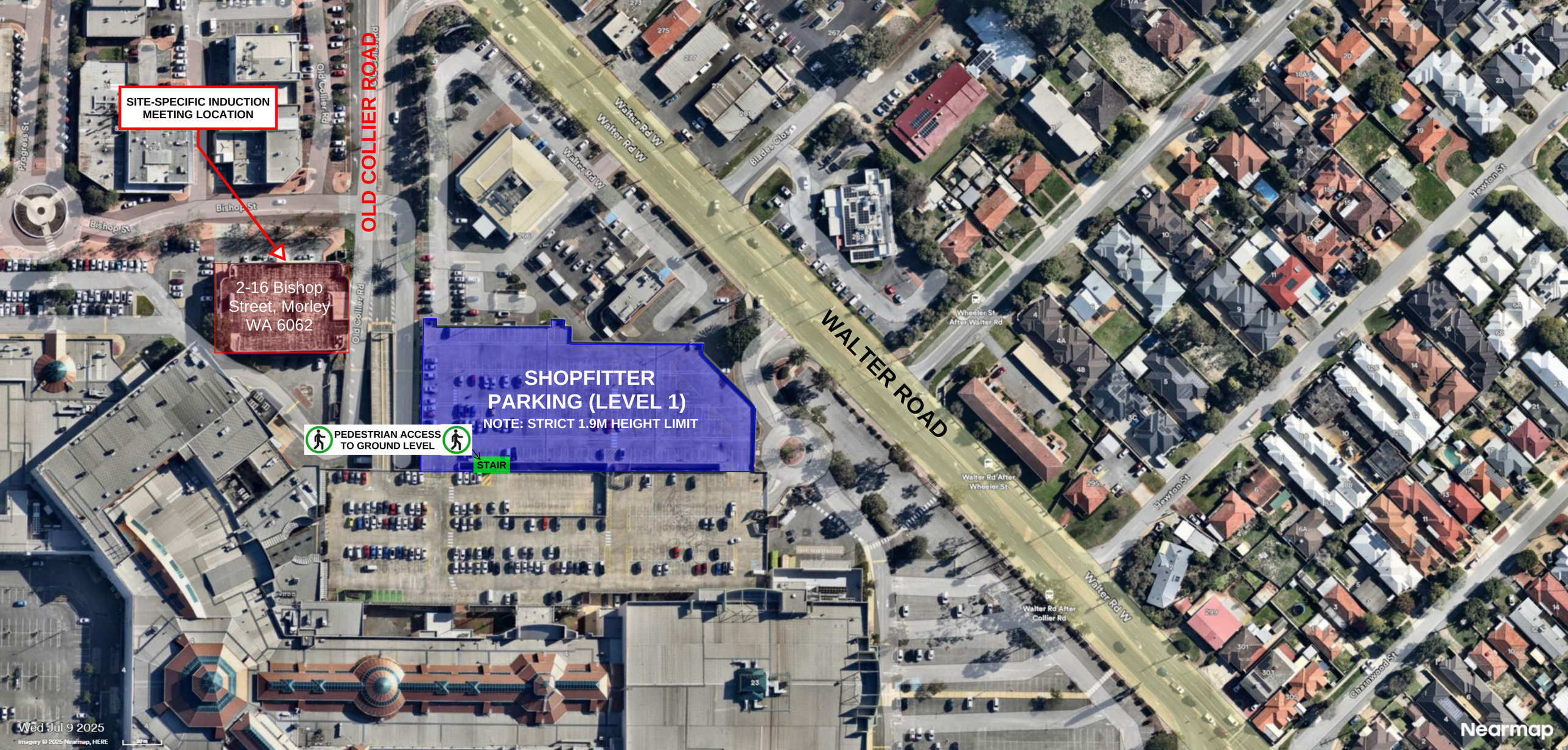
TENANCY NAME & NUMBER: _____

SHOPFITTER: _____

CONTACT 1:
(NAME/PHONE) _____

CONTACT 2:
(NAME/PHONE) _____

Appendix 15 – Shopfitter Site-Specific Induction Meeting Location


SITE-SPECIFIC INDUCTION MEETING LOCATION
2-16 Bishop Street, Morley WA 6062
OLD COLLIER ROAD
WALTER ROAD
SHOPFITTER PARKING (LEVEL 1)
NOTE: STRICT 1.9M HEIGHT LIMIT
PEDESTRIAN ACCESS TO GROUND LEVEL
STAIR
Bishop St
Old Collier Rd
Walter Rd W
Wheeler St After Walter Rd
Walter Rd After Wheeler St
Walter Rd After Collier Rd
Hewton St
Charnwood St
Progress St
Wed Jul 9 2025
Imagery © 2025 Nearmap, HERE
Nearmap

Appendix 16 – Shopfitter Parking


SHOPFITTER
PARKING (LEVEL 1)
NOTE: STRICT 1.9M HEIGHT LIMIT
PEDESTRIAN ACCESS
TO GROUND LEVEL
STAIR
WALTER ROAD
GROUND LEVEL RAMP
ENTRANCE / EXIT
Old Collier Rd
Walter Rd W
Bishop St
Progress St
Hawton St
Charnwood St
Wed Jul 9 2025
Imagery © 2025 Nearmap, HERE
Nearmap

Appendix 17 – Site Logistics Plans

Tenancy Logistics Plans
Rev 0

1. Overall Logistics Asset Plan
2. Dock Allocation
3. Detailed Dock Plans
4. Stockist Loading
5. Associated Staging of Basebuild

1. Logistics Asset Plan

Galleria - Tenant Fitout Logistics Asset Plan
09/06/2026

MULTIPLEX

JD Sports Lift (#04)
- 1.8D x 2.1W x 2.4H
- 1.8T capacity
- Available 09/10/26

Loading Dock D2 (Old Collier Road)
- Available 08/09/26. Decommission 25/10/26 (then light vehicle only)
- Manned dock
- Forklift to take loads to level 1

Ramp
- 3kPa.
- 2.1m gantry height

Loading Dock D1
- x2 Truck bays
- Manned Dock
- Available 08/09/26. Operates until Opening day

(Future) **Public Lift** (#02)
- 2.5T capacity
- 2.0D x 2.3W x 2.3H
- Available 10/09/26 (est.). Open to public 05/11/26.

Entry 04 (GL)
- 3.6W x 2.6H

Entry 16 (L1) - New
- 2.3W, 2.4H

Entry 17 (L1) - New
- 3.0W, 2.4H

Entry 12 (GL) - New
- 2.0W, 2.4H

Loading Dock D5
- x1 Truck bay (not full dock)
- Available 07/08/26.
- Unmanned

Goods Lift (#01)
- Depth: 2.4m at doors and 2.3m in rest of Cart
- Width: 1.7m at doors and 1.95m in cart.
- Height: 2.1m at doors and 2.4m in cart
- 2.5T Capacity
- Available from 07/08/26 with limited mall access. Refer tenancy staging plans.

Loading Dock D4 - Adjacent Main Centre Operating Dock.
- Single scaffold level-dock loading bay
- Direct access to lift
- 1.6W x 1.9H
- Level deck Decommissioned 19/10/26

Mall doors: 1.32W x 2.0H

Operating Centre Loading Dock. Not available for development use.

Laydown Zone 1 (Level 1; Terrace / Myer Mall)
- Loading area for single vehicle
- Available 07/09/26
- 3kPa live load allowance

Builders Material Hoist
- Maber MBT 2300/120
- 4.2m long. 2.2m wide.
- 2T capacity
- Ramp-up to level
- Decommissioned 09/10/26. VT moves to 'public lift #02' or via ramp

Laydown Zone 2 (Ground Level; Myer Mall)
- Available 07/09/26

Entry 01 (GL)
- 4.8W x 2.6H

Entry 13 (L1)
- 4.8W x 2.6H

Rebel Lift
- Not in development scope.
- Rebel use only.

Entry 02 (GL)
- 2.4W x 2.55H

Dock D3 (South Extension. Primary Waste removal site & JB Hi-FI loading only)
- Available 07/09/26
- Gate Unmanned
- Minor laydown provision

JB Hi-Fi Lift
- 1.7D x 1.3W x 2.1H
- 1.0T capacity
- Available 30/09/26 (est). JB Hi-FI use only.

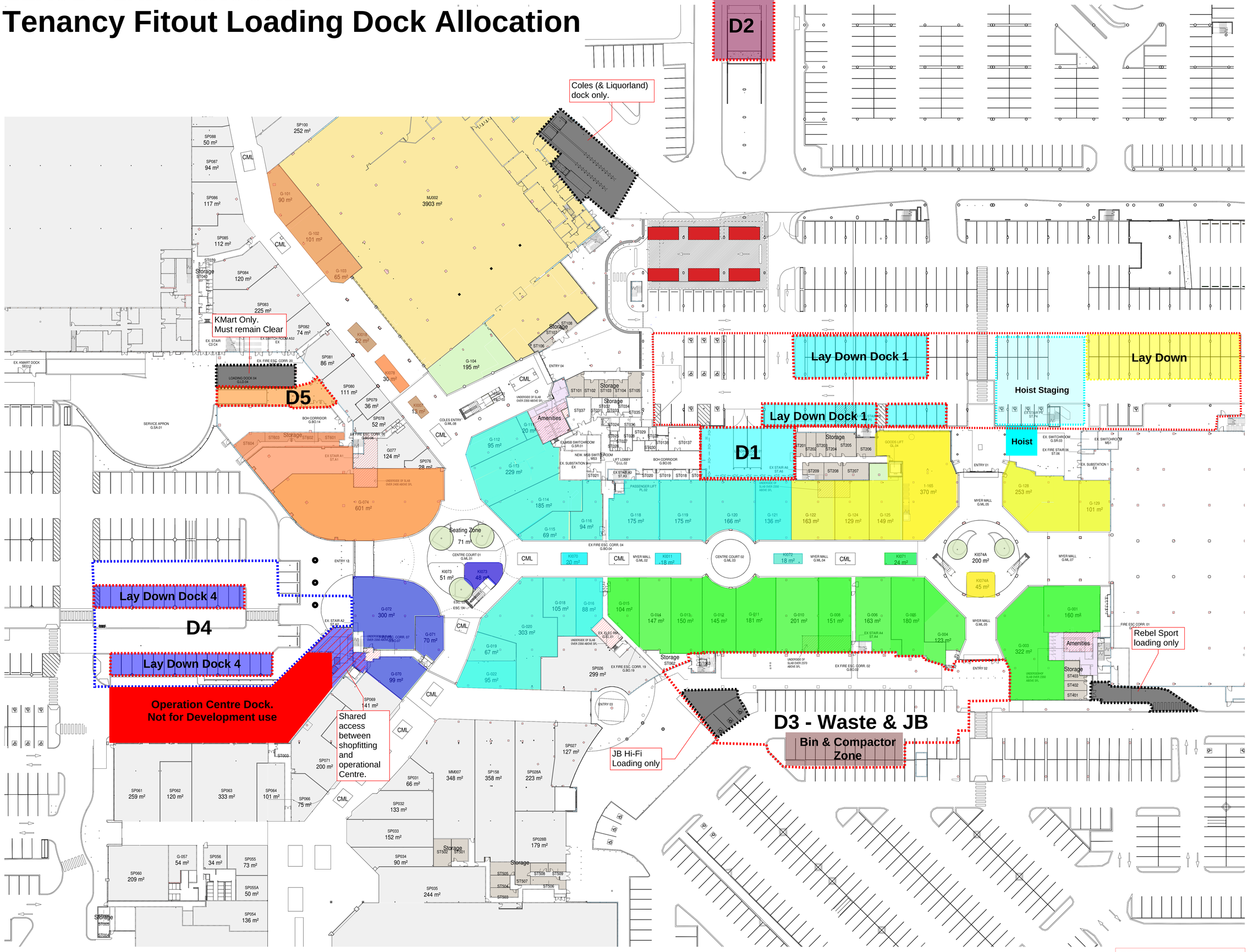
Entry 03 (GL)
- 1.95W x 2.4H

1:2000@A3 40 m

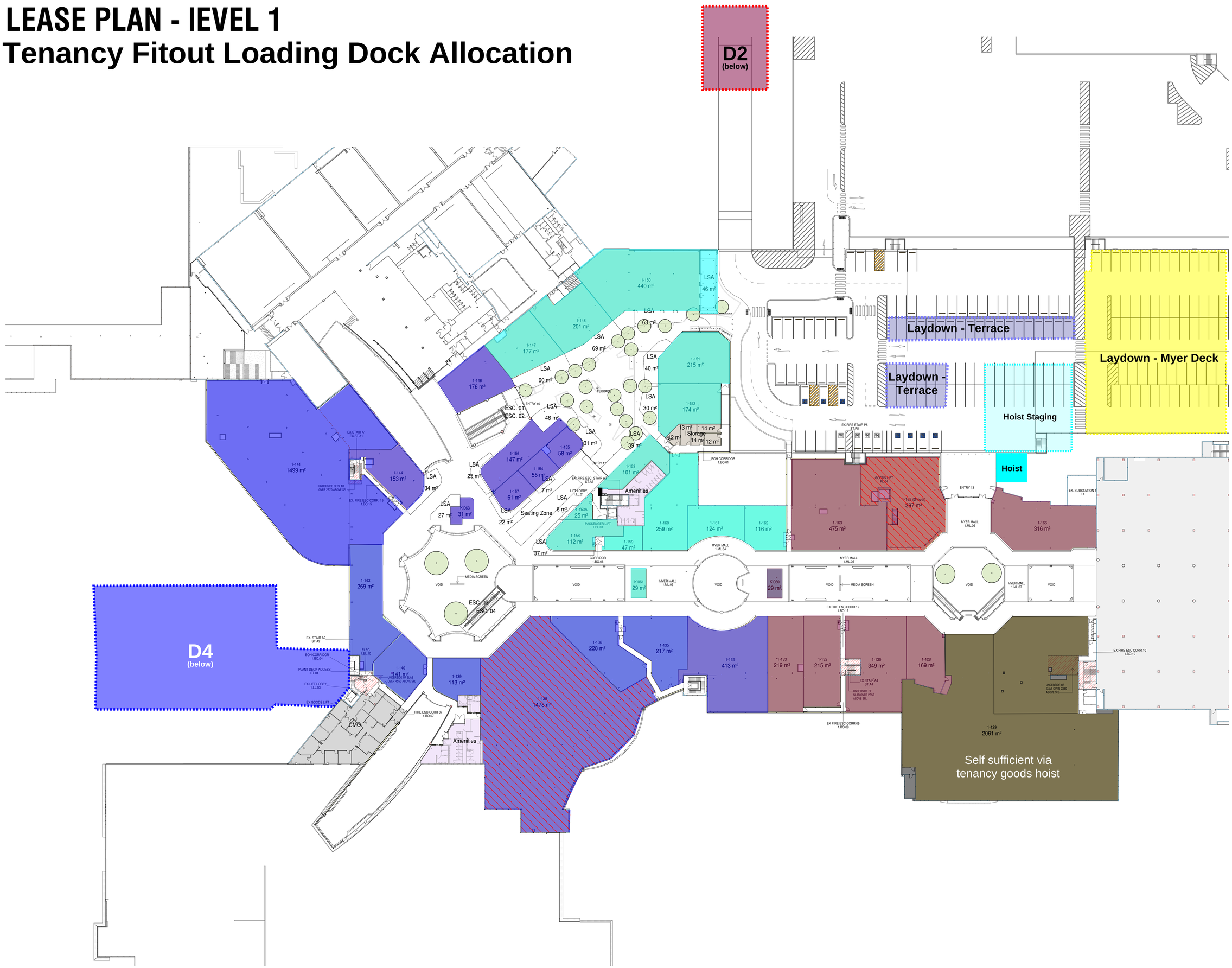
Nearmap

2. Dock Allocation

LEASE PLAN - GROUND
Tenancy Fitout Loading Dock Allocation


D2
Coles (& Liquorland) dock only.
KMart Only. Must remain Clear
D5
Lay Down Dock 1
Lay Down
Hoist Staging
Lay Down Dock 1
D1
Hoist
Lay Down Dock 4
D4
Lay Down Dock 4
Operation Centre Dock. Not for Development use
Shared access between shopfitting and operational Centre.
JB Hi-Fi Loading only
D3 - Waste & JB
Bin & Compactor Zone
Rebel Sport loading only
Seating Zone
71 m²
Amenities
Storage
Storage
Storage

LEASE PLAN - IEVEL 1
Tenancy Fitout Loading Dock Allocation



Rev.	Date	Description	Iss.	Appr.
A	28.03.25	ISSUED FOR TENDER	BUC	VC
B	04.04.25	ISSUED FOR TENDER	BUC	VC
C	07.05.25	ISSUED FOR TENDER	BUC	VC
D	23.05.25	ISSUED FOR BUILDING PERMIT	BUC	VC
E	06.06.25	ISSUED FOR BUILDING PERMIT	BUC	VC
F	02.07.25	STATUS - ISSUED FOR INFORMATION	BUC	VC
G	25.09.25	ISSUED FOR INFORMATION	BUC	VC
0	07.10.25	ISSUED FOR CONSTRUCTION	BUC	VC
H	10.11.25	ISSUE FOR INFORMATION	BUC	VC
1	28.11.25	ISSUE FOR CONSTRUCTION	BUC	VC
2	17.12.25	ISSUE FOR CONSTRUCTION	BUC	VC
3	02.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
4	19.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
5	25.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
6	03.03.26	ISSUE FOR CONSTRUCTION	BUC	VC

NOTE: ALL TENANCY MIX ON MASTER LEASE PLAN INDICATIVE ONLY. LSA IN TERRACE CURRENTLY UNDER REVIEW, SUBJECT TO FINAL APPROVED LANDSCAPE PLAN.

Keyplan

Do not scale this drawing. Verify all dimensions on site before commencing any work. This drawing remains the property of The Buchan Group Melbourne Pty Ltd. Reproduction in whole or in part without prior written consent of Buchan is forbidden. All rights reserved. Copyright © 2026 Buchan

File
Autodesk Docs://19049-R24-Galleria/GAL-BUC-AR-MOD-BUILD.rvt

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number 19049A
Status FOR INFORMATION
Date Plotted 3/03/2026 4:33:35 PM
Scale

Drawing Title
MLP FIRST FLOOR - NO NAME

Drawing Number GAL-BUC-AR-04-1L-0-01003
Revision 6

BUCHAN

Perth Studio
+ 61 8 9211 9898 / **buchan.au**

3. Detailed Dock Plans

Galleria - Tenant Fitout Logistics
Loading Dock - 2
11/06/2026

MULTIPLEX

Gate

Deliveries to be on rigid flat beds or trucks. No Semi's.

Traffic barriers

12 m

17 m

Operational zone (forklift)

Purpose of dock is to load up ramp with a forklift

1:400@A3 8 m

N

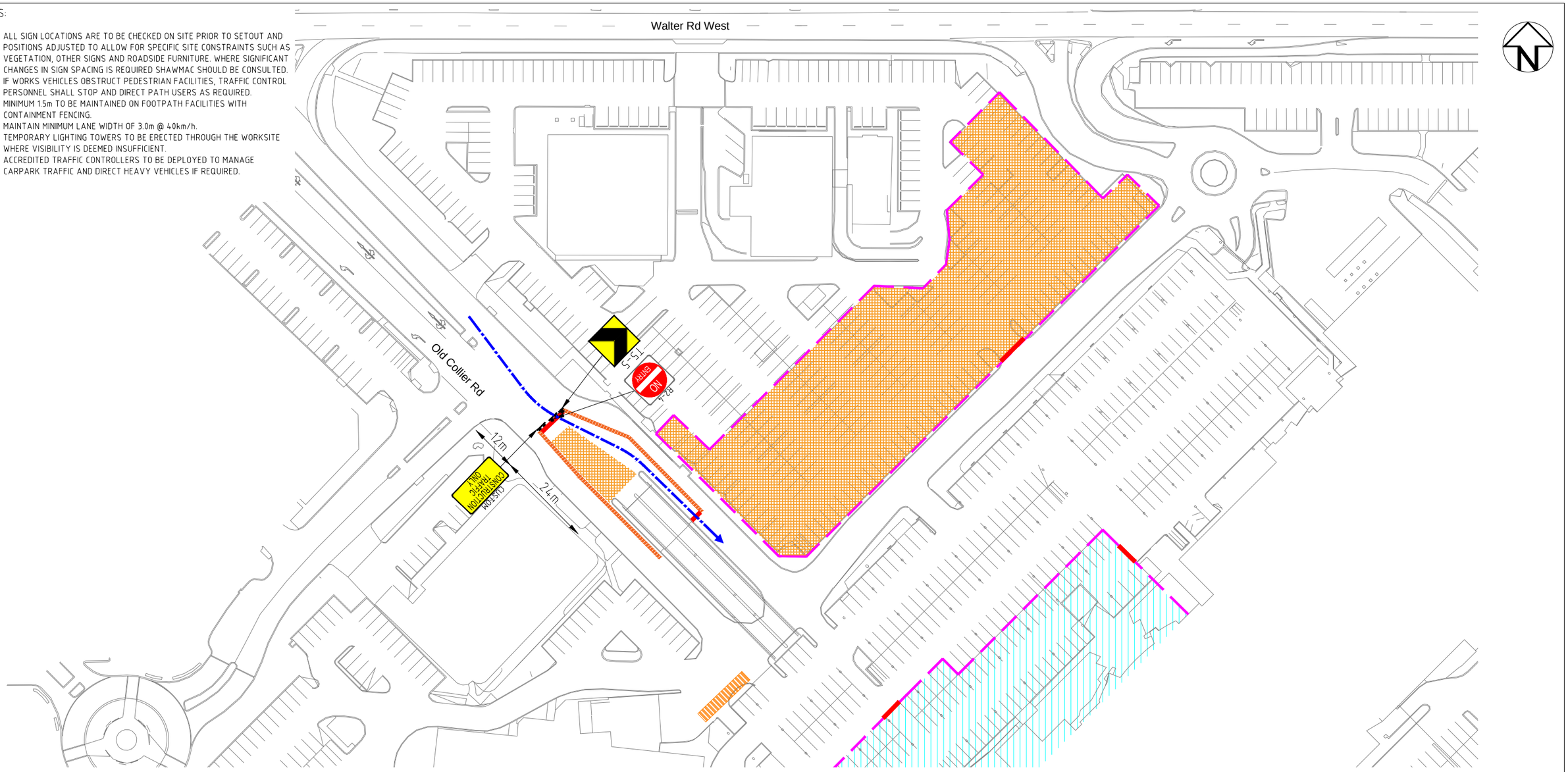
Nearmap

© Nearmap 2026

Created by Liam Gayner (Client)
28th March 2026 at 3:31pm (GMT+8) by MNG

NOTES:

1. ALL SIGN LOCATIONS ARE TO BE CHECKED ON SITE PRIOR TO SETOUT AND POSITIONS ADJUSTED TO ALLOW FOR SPECIFIC SITE CONSTRAINTS SUCH AS VEGETATION, OTHER SIGNS AND ROADSIDE FURNITURE. WHERE SIGNIFICANT CHANGES IN SIGN SPACING IS REQUIRED SHAWMAC SHOULD BE CONSULTED.
2. IF WORKS VEHICLES OBSTRUCT PEDESTRIAN FACILITIES, TRAFFIC CONTROL PERSONNEL SHALL STOP AND DIRECT PATH USERS AS REQUIRED.
3. MINIMUM 1.5m TO BE MAINTAINED ON FOOTPATH FACILITIES WITH CONTAINMENT FENCING.
4. MAINTAIN MINIMUM LANE WIDTH OF 3.0m @ 40km/h.
5. TEMPORARY LIGHTING TOWERS TO BE ERECTED THROUGH THE WORKSITE WHERE VISIBILITY IS DEEMED INSUFFICIENT.
6. ACCREDITED TRAFFIC CONTROLLERS TO BE DEPLOYED TO MANAGE CARPARK TRAFFIC AND DIRECT HEAVY VEHICLES IF REQUIRED.



CONE SPACING:
1m AT ROAD CLOSURE

HOURS OF ALLOWABLE IMPLEMENTATION:
DAY SHIFT: 24/7

LEGEND

- EXISTING ROAD
- EXISTING CONES/BOLLARDS
- CONSTRUCTION ACCESS ROUTES
- WATER FILLED BARRIERS
- PROPOSED CONES/BOLLARDS
- PROPOSED PEDESTRIAN FENCE
- PROPOSED HOARDING
- PROPOSED GATE
- LAYDOWN AREA
- PEDESTRIAN GANTRY
- WORK ZONE

No.	DATE	DESCRIPTION	APPR.
A	16.04.26	ISSUED FOR APPROVAL	YK

ISSUE AND REVISION HISTORY

CLIENT: MULTIPLEX

SCALE: NTS

TRAFFIC & SAFETY PTY LTD

REVIEWED BY: A.ANASTAS
AWTM NO.: 23-07338-03
DATE: 16/04/26
DESIGNED BY: YUYANG KE
AWTM NO.: 22-6370-04
DATE: 16/04/26

MORLEY GALLERIA SHOPPING CENTER REDEVELOPMENT

GROUND LEVEL - STAGE 2

OLD COLLIER RD MODIFIED LAYOUT

TRAFFIC GUIDANCE SCHEMES

DRAWING NUMBER: BM-GSCR-TGS-08

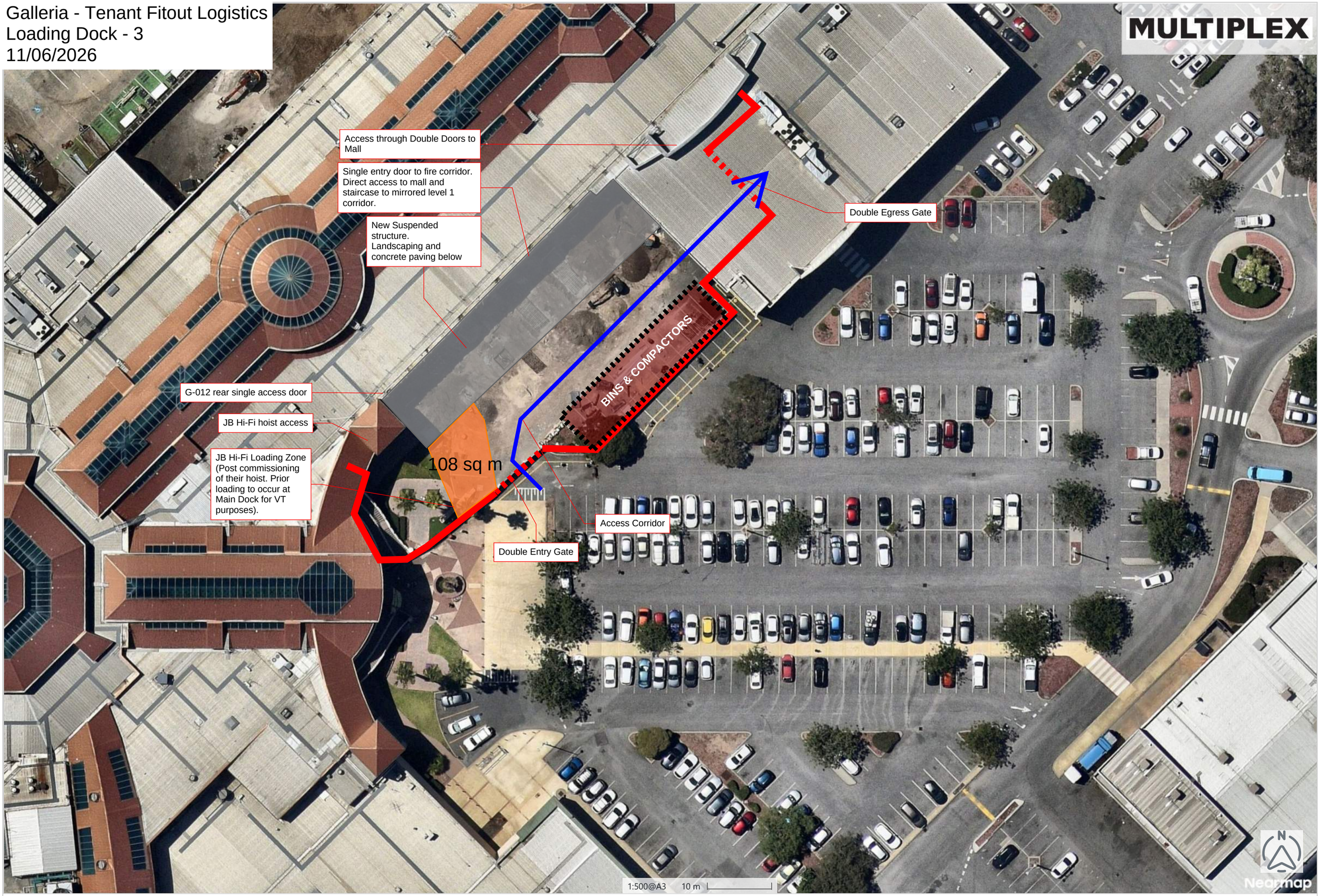
REV: A

File Ref: C:\Users\k2y20\Shawmac T & S Dropbox\Jobs Active 2025\Construction Traffic Management\Multiplex_Morley GSCR TMP\3.Drawings\BM_Morley GSCR TGS.dwg

LAST SAVED BY: K2y20 DATE: 17 April 2026 12:02 am

Galleria - Tenant Fitout Logistics
Loading Dock - 3
11/06/2026

MULTIPLEX



nearmap © Nearmap 2026

Created by Liam Gayner (Client)
9th February 2026 at 12:04pm (GMT+8) by MNG

Galleria - Tenant Fitout Logistics
Loading Dock - 4
11/06/2026

Staging Zone

D5

Loading Zone

Shared Access with Base Build Construction Site

Level loading deck

Shared Access with Operating Centre Dock

Base Build Construction Site

D4

Loading Zone

Laydown

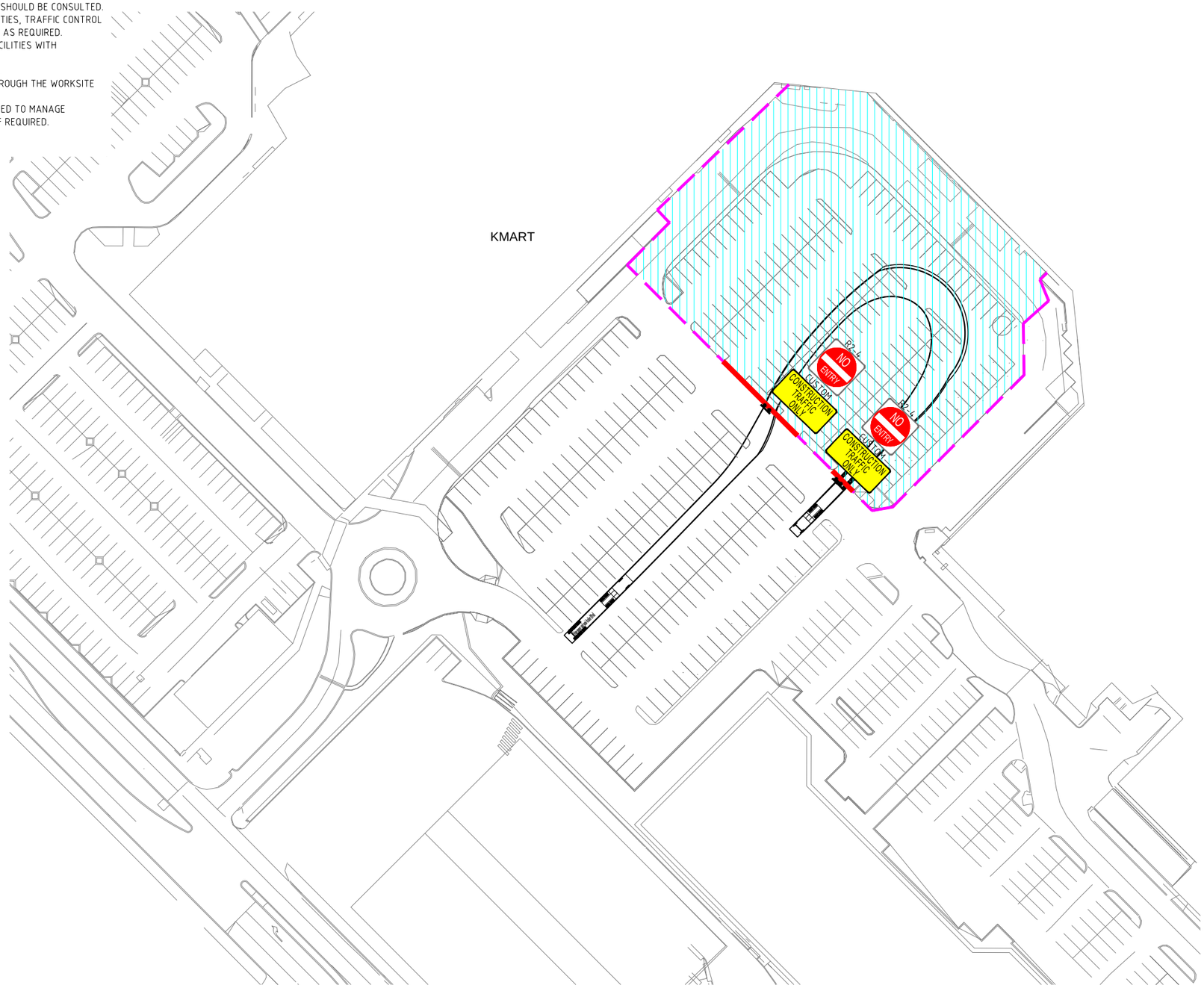
Laydown

Operating Centre Dock. No Access

Nearmap

NOTES:

1. ALL SIGN LOCATIONS ARE TO BE CHECKED ON SITE PRIOR TO SETOUT AND POSITIONS ADJUSTED TO ALLOW FOR SPECIFIC SITE CONSTRAINTS SUCH AS VEGETATION, OTHER SIGNS AND ROADSIDE FURNITURE. WHERE SIGNIFICANT CHANGES IN SIGN SPACING IS REQUIRED SHAWMAC SHOULD BE CONSULTED.
2. IF WORKS VEHICLES OBSTRUCT PEDESTRIAN FACILITIES, TRAFFIC CONTROL PERSONNEL SHALL STOP AND DIRECT PATH USERS AS REQUIRED.
3. MINIMUM 1.5m TO BE MAINTAINED ON FOOTPATH FACILITIES WITH CONTAINMENT FENCING.
4. MAINTAIN MINIMUM LANE WIDTH OF 3.0m @ 40km/h.
5. TEMPORARY LIGHTING TOWERS TO BE ERECTED THROUGH THE WORKSITE WHERE VISIBILITY IS DEEMED INSUFFICIENT.
6. ACCREDITED TRAFFIC CONTROLLERS TO BE DEPLOYED TO MANAGE CARPARK TRAFFIC AND DIRECT HEAVY VEHICLES IF REQUIRED.



LEGEND

- EXISTING ROAD
- EXISTING CONES/BOLLARDS
- CONSTRUCTION ACCESS ROUTES
- WATER FILLED BARRIERS
- PROPOSED CONES/BOLLARDS
- PROPOSED PEDESTRIAN FENCE
- PROPOSED HOARDING
- PROPOSED GATE
- LAYDOWN AREA
- PEDESTRIAN GANTRY
- WORK ZONE

CONE SPACING:
1m AT ROAD CLOSURE

HOURS OF ALLOWABLE IMPLEMENTATION:
DAY SHIFT: 24/7

No.	DATE	DESCRIPTION	APPR.
A	16.04.26	ISSUE FOR APPROVAL	YK

ISSUE AND REVISION HISTORY

CLIENT: MULTIPLEX

SCALE: NTS

TRAFFIC & SAFETY PTY LTD

REVIEWED BY: A.ANASTAS
AWTM NO.: 23-07338-03
DATE: 16/04/26
DESIGNED BY: YUYANG KE
AWTM NO.: 22-6370-04
DATE: 16/04/26

MORLEY GALLERIA SHOPPING CENTER REDEVELOPMENT

STAGE 2

MODIFIED K-MART CAR PARK SECTION

TRAFFIC GUIDANCE SCHEME

DRAWING NUMBER: BM-GSCR-TGS-09

REV: A

File Ref: C:\Users\k2y20\Shawmac T & S Dropbox\Jobs Active 2025\Construction Traffic Management\Multiplex_Morley GSCR TMP\3.Drawings\BM_Morley GSCR TGS.dwg

LAST SAVED BY: K2y20 DATE: 17 April 2026 12:02 am

4. Stockist Loading

LEASE PLAN - GROUND
Tenancy Fitout Loading Dock Allocation

Rev.	Date	Description	Iss.	Appr.
A	28.03.25	ISSUED FOR TENDER	BUC	VC
B	04.04.25	ISSUED FOR TENDER	BUC	VC
C	07.05.25	ISSUED FOR TENDER	BUC	VC
D	23.05.25	ISSUED FOR BUILDING PERMIT	BUC	VC
E	06.06.25	ISSUED FOR BUILDING PERMIT	BUC	VC
F	02.07.25	STATUS - ISSUED FOR INFORMATION	BUC	VC
G	25.09.25	ISSUED FOR INFORMATION	BUC	VC
0	07.10.25	ISSUED FOR CONSTRUCTION	BUC	VC
1	28.11.25	ISSUE FOR CONSTRUCTION	BUC	VC
2	17.12.25	ISSUE FOR CONSTRUCTION	BUC	VC
3	09.01.26	ISSUE FOR CONSTRUCTION	BUC	VC
4	02.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
5	19.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
6	23.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
7	25.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
8	04.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
9	10.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
10	12.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
11	17.03.26	ISSUE FOR CONSTRUCTION	BUC	VC

Keyplan

NOTE: ALL TENANCY MIX ON MASTER LEASE PLAN INDICATIVE ONLY. LSA IN TERRACE CURRENTLY UNDER REVIEW, SUBJECT TO FINAL APPROVED LANDSCAPE PLAN.

Do not scale this drawing. Verify all dimensions on site before commencing any work. This drawing remains the property of The Buchan Group Melbourne Pty Ltd. Reproduction in whole or in part without prior written consent of Buchan is forbidden. All rights reserved. Copyright © 2026 Buchan

File
Autodesk Docs://19049-R24-Galleria/GAL-BUC-AR-MOD-BUILD.rvt

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

Stockist Dock A

Stockist Dock B

ISSUE FOR CONSTRUCTION

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number
19049A

Status
IFC

Date Plotted
17/03/2026 11:14:00 AM

Scale
1 : 300 @A0
0 3 6 12 18 24M

Drawing Title
MLP GROUND FLOOR - NO NAME

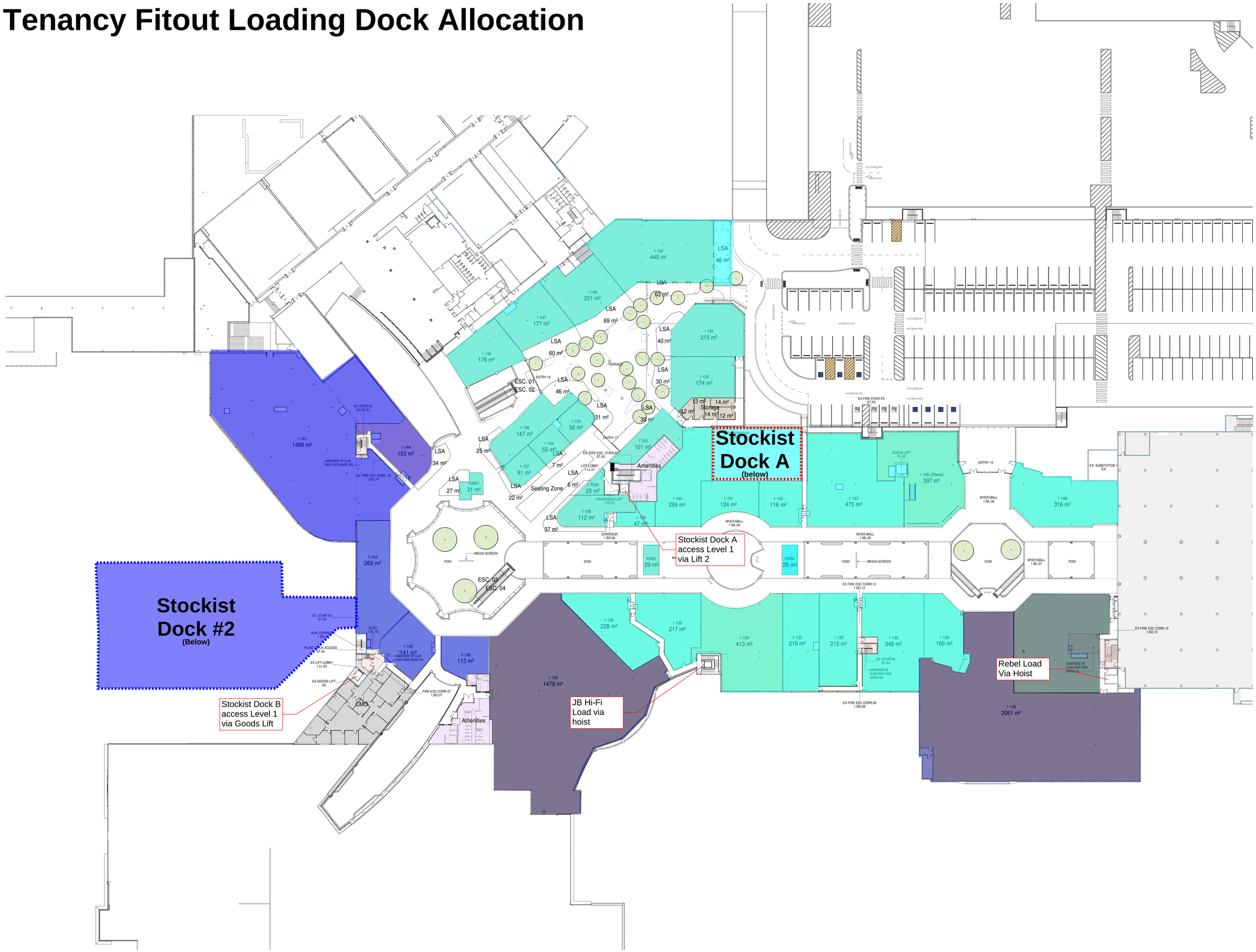
Drawing Number
GAL-BUC-AR-04-0L-0-01001

Revision
11

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

LEASE PLAN - IEVEL 1
Tenancy Fitout Loading Dock Allocation



Rev.	Date	Description	Iss.	Appr.
A	28.03.25	ISSUED FOR TENDER	BUC	VC
B	04.04.25	ISSUED FOR TENDER	BUC	VC
C	07.05.25	ISSUED FOR TENDER	BUC	VC
D	23.05.25	ISSUED FOR BUILDING PERMIT	BUC	VC
E	06.06.25	ISSUED FOR BUILDING PERMIT	BUC	VC
F	02.07.25	STATUS - ISSUED FOR INFORMATION	BUC	VC
G	25.09.25	ISSUED FOR INFORMATION	BUC	VC
0	07.10.25	ISSUED FOR CONSTRUCTION	BUC	VC
H	10.11.25	ISSUE FOR INFORMATION	BUC	VC
1	28.11.25	ISSUE FOR CONSTRUCTION	BUC	VC
2	17.12.25	ISSUE FOR CONSTRUCTION	BUC	VC
3	02.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
4	19.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
5	25.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
6	03.03.26	ISSUE FOR CONSTRUCTION	BUC	VC

NOTE: ALL TENANCY MIX ON MASTER LEASE PLAN INDICATIVE ONLY. LSA IN TERRACE CURRENTLY UNDER REVIEW, SUBJECT TO FINAL APPROVED LANDSCAPE PLAN.

Keyplan

Do not scale this drawing. Verify all dimensions on site before commencing any work. This drawing remains the property of The Buchan Group Melbourne Pty Ltd. Reproduction in whole or in part without prior written consent of Buchan is forbidden. All rights reserved. Copyright © 2026 Buchan

File
Autodesk Docs://19049-R24-Galleria/GAL-BUC-AR-MOD-BUILD.rvt

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number
19049A

Status FOR INFORMATION

Date Plotted 3/03/2026 4:33:35 PM

Scale

Drawing Title
MLP FIRST FLOOR - NO NAME

Drawing Number
GAL-BUC-AR-04-1L-0-01003

Revision
6

BUCHAN

Perth Studio
+ 61 8 9211 9898 / **buchan.au**

5. Staging & Shopfitter Access

Tenancy Fitout Contractor Access - Ground
Phase 1 - 08/08/26
Mecca, JB Hi-Fi, JD Sports, Coles

Coles dock only

Fitout Contractor Camp (expanded as required)

G-101 to 103 handover 27/07.

Access out of hours from Mall. Adjacent double doors in hoarding

KI-078 handover 10/08/26. Low height hoarding

Handover 15/06/26. Access from Coles.

Base build area only

Public Access

Lay Down

Lay Down

JD Sport rear loading.

JD Front Loading

Hoist Staging

Hoist

JD Sports. Ground Level handover 14/07/26

Base build area only

Dock 5 Loading Bay. Mecca & Coles mall tenancies only

Handover cleaners Office and Store. Note temporary access

Grating Zone

Public Access

Base build area only

Level loading dock

Lay Down

Loading Dock 4

Lay Down

Hoist and JB Hi-Fi dock construction ongoing.

Rebel Sport loading only

MPX take possession 07/08/26. New cleaners store operational.

Door location.

Cardboard compactor and waste zone

ISSUE FOR CONSTRUCTION

Amenities

Area available for Loading (generally shared with MPX)

Internal Hoarding

Shared Gate

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number 19049A

Status IFC

Date Plotted 17/03/2026 11:14:00 AM

Scale 1 : 300 @A0

0 3 6 12 18 24M

Drawing Title
MLP GROUND FLOOR - NO NAME

Drawing Number GAL-BUC-AR-04-0L-0-01001

Revision 11

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Tenancy Fitout Contractor Access - Level 1
Phase 1 - 08/08/26
Mecca, JB Hi-Fi, JD Sports, Coles

Internal Hoarding

Amenities

Area available for Loading (generally shared with MPX)

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

Base build area only

No access to ramp

Laydown

Hoist Staging

Hoist

Goods Lift

JB Hi-Fi

JD Sports

REBEL

Lift commissioning ongoing

Handover 31/07/26. Rebel Manages own dock, vertical transport and access

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE

WALTER ROAD WEST, MORLEY WA

Project Number 19049A

Status FOR INFORMATION

Date Plotted 3/03/2026 4:33:35 PM

Scale

Drawing Title MLP FIRST FLOOR - NO NAME

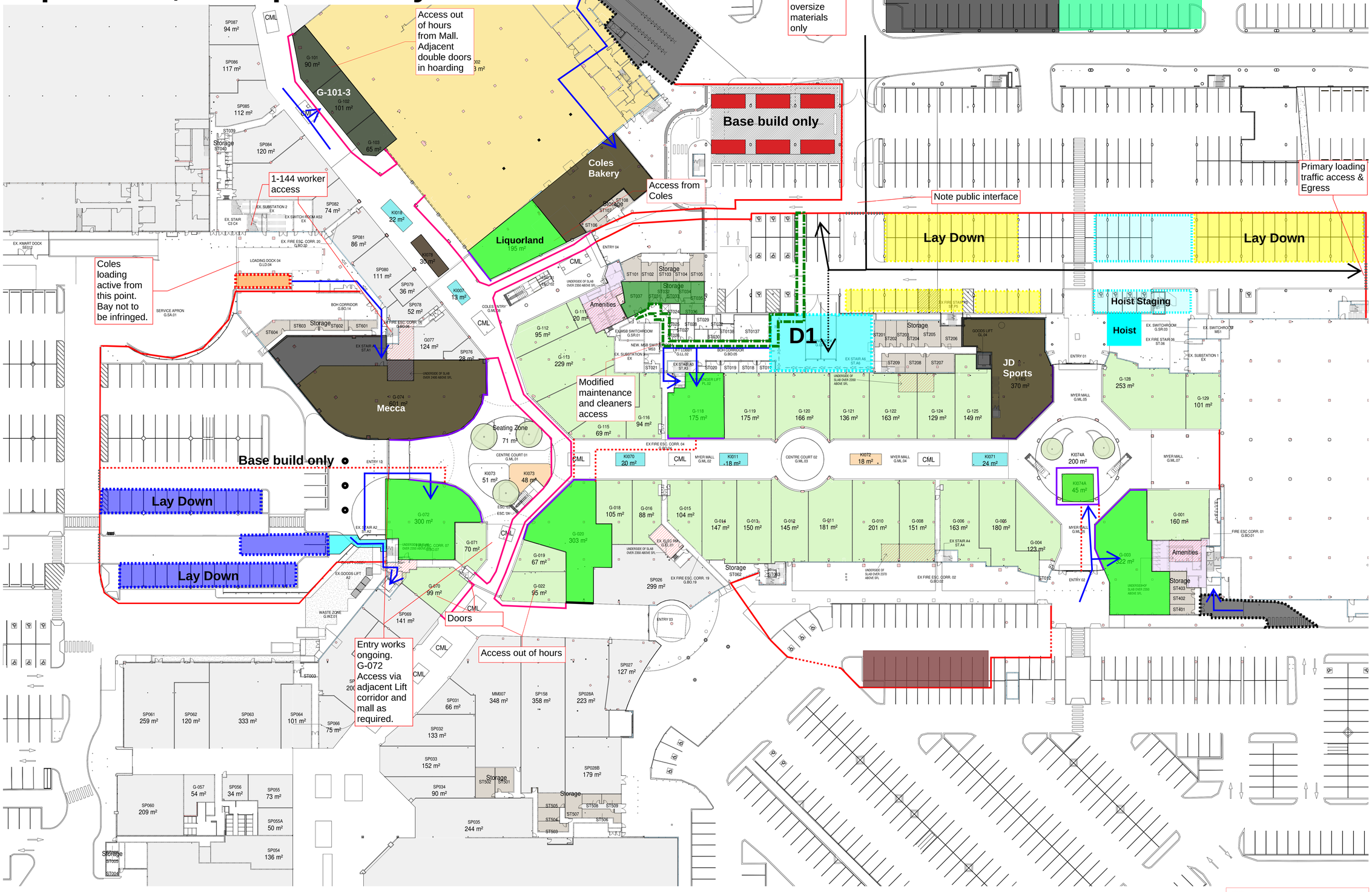
Drawing Number GAL-BUC-AR-04-1L-0-01003

Revision 6

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Tenancy Fitout Contractor Access - Ground
Phase 2 - 08/09/26
Timezone, TGIF, Part Terrace, Liquorland, First part of Myer Mall



VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number 19049A
Status IFC
Date Plotted 17/03/2026 11:14:00 AM
Scale 1 : 300 @A0
0 3 6 12 18 24M

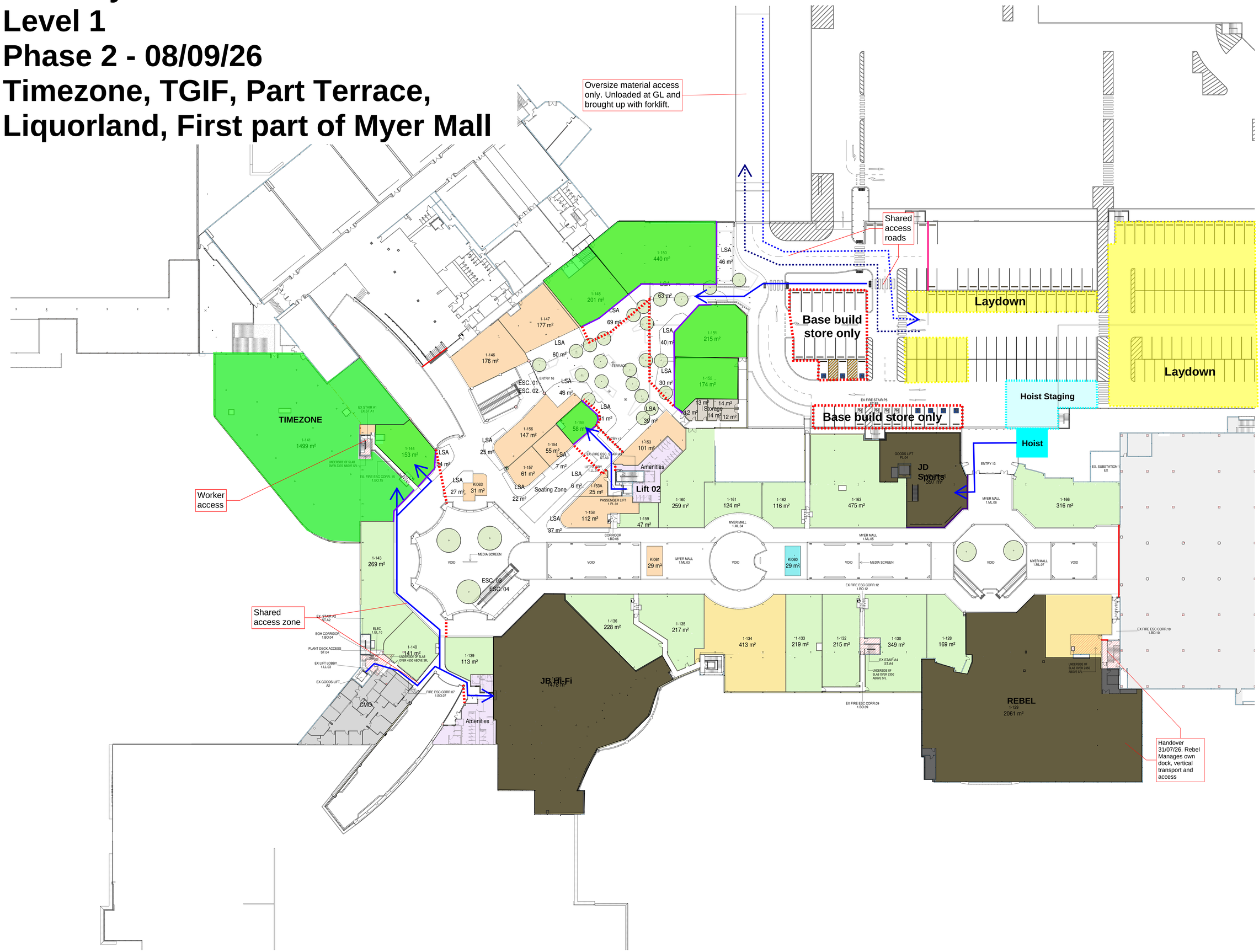
Drawing Title
MLP GROUND FLOOR - NO NAME

Drawing Number GAL-BUC-AR-04-0L-0-01001 Revision 11

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Tenancy Fitout Contractor Access - Level 1
Phase 2 - 08/09/26
Timezone, TGIF, Part Terrace, Liquorland, First part of Myer Mall



Internal Hoarding

Amenities

Area available for Loading (generally shared with MPX)

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number 19049A

Status FOR INFORMATION

Date Plotted 3/03/2026 4:33:35 PM

Scale

Drawing Title
MLP FIRST FLOOR - NO NAME

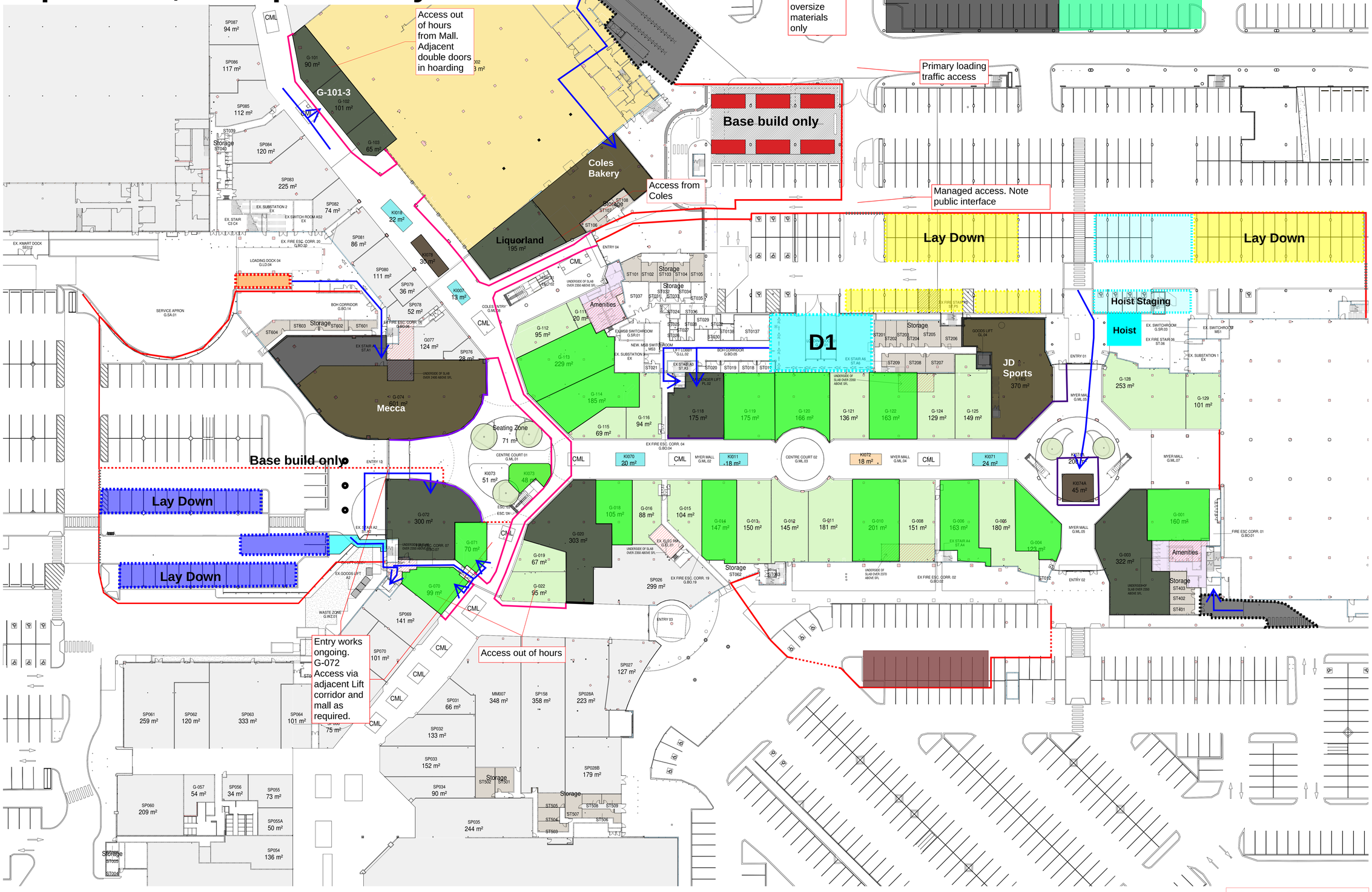
Drawing Number GAL-BUC-AR-04-1L-0-01003

Revision 6

BUCHAN

Perth Studio
+ 61 8 9211 9898 / **buchan.au**

Tenancy Fitout Contractor Access - Ground
Phase 3 - 21/09/26
Timezone, TGIF, Part Terrace, Liquorland, First part of Myer Mall



LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number
19049A

Status
IFC

Date Plotted
17/03/2026 11:14:00 AM

Scale
1 : 300 @A0
0 3 6 12 18 24M

Drawing Title
MLP GROUND FLOOR - NO NAME

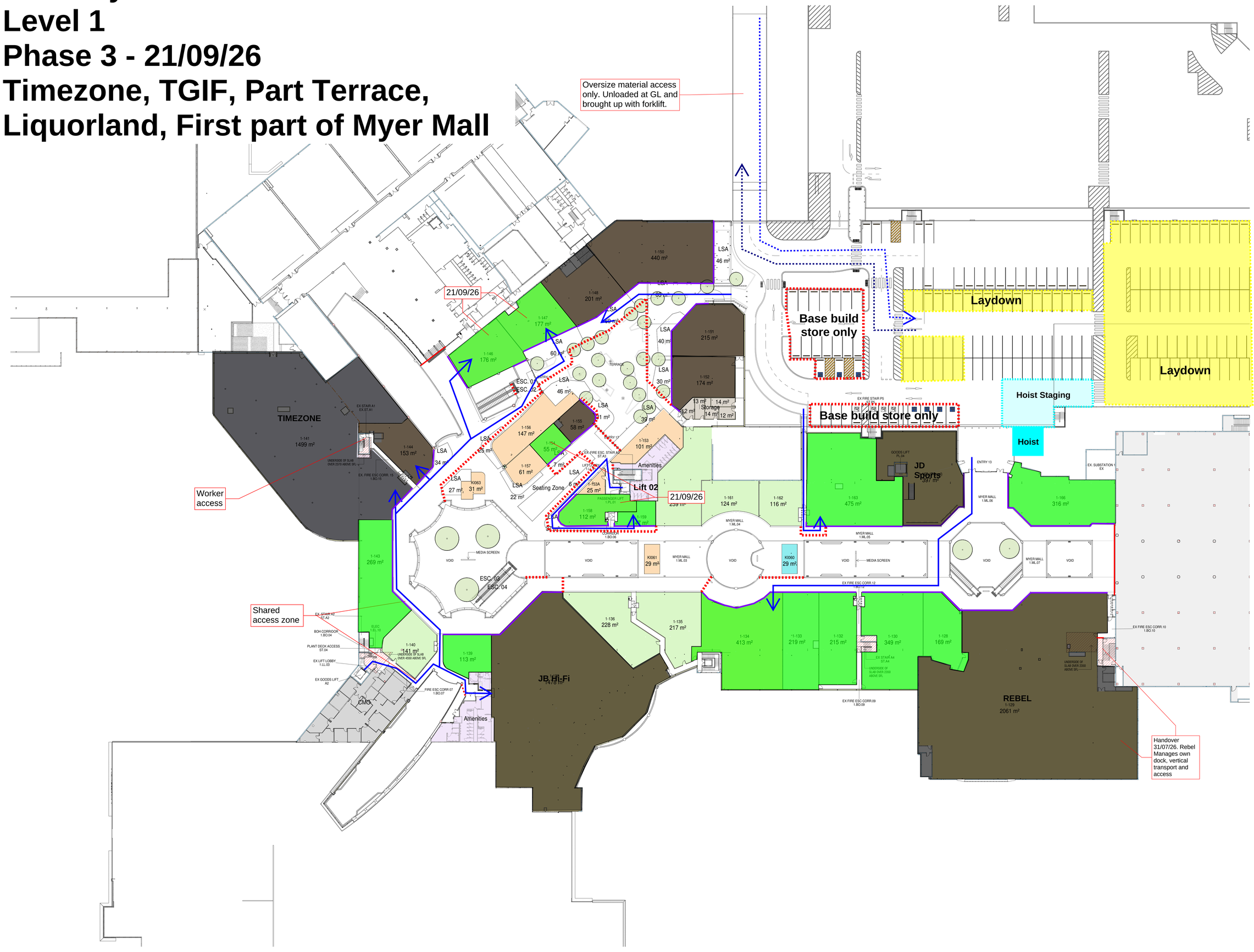
Drawing Number
GAL-BUC-AR-04-0L-0-01001

Revision
11

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Tenancy Fitout Contractor Access - Level 1
Phase 3 - 21/09/26
Timezone, TGIF, Part Terrace, Liquorland, First part of Myer Mall



VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number
19049A

Status
FOR INFORMATION

Date Plotted
3/03/2026 4:33:35 PM

Scale

Drawing Title
MLP FIRST FLOOR - NO NAME

Drawing Number
GAL-BUC-AR-04-1L-0-01003

Revision
6

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Tenancy Fitout Contractor Access - Ground
Phase 3
Balance (28/09/26 and post)

Commence decant from 23/10/26. Light vehicle deliveries can be facilitated until opening.

D2

Fitout Contractor Camp

Internal Hoarding

Amenities

Area available for Loading (generally shared with MPX)

Base build only

Coles Bakery

Liquorland

Progressive demobilisation from 16/10. Dock D1 and hoist retained ALAP

Lay Down

Lay Down

Hoist Staging

Hoist

D1

JD Sports

Mecca

Seating Zone

Base build only

Lay Down

Lay Down

External works to bus station completed in segments. Ongoing. Temporary Fence.

Fence progressively replaced with Temporary fencing from 30/09/26 and fencing reduced to minimum from 19/10/26.

Trades early

Tunnel roof removed night of 28/10 ahead of full decant from 29/10 evening for 30/10 opening.

Access out of hours

JB Hi-Fi Hoist & Dock Operational

JB Hi-Fi Loading Dock TBC

Cardboard compactor and waste zone

Progressive dismantle of hoarding and replace with temporary fence from 17/08/26.
Demoblise fully from 23/10/26.
Area's can be handed over ealry for resurfacing works (VCX CAPEX).
Noting this is the primary waste zone for shopfitting.

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

ISSUE FOR CONSTRUCTION

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number 19049A
Status IFC
Date Plotted 17/03/2026 11:14:00 AM
Scale 1 : 300 @A0
0 3 6 12 18 24M
Drawing Title MLP GROUND FLOOR - NO NAME

Drawing Number GAL-BUC-AR-04-0L-0-01001
Revision 11

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Tenancy Fitout Contractor Access - Level 1
Phase 3
Balance (28/09/26 and post)

Height Restriction 2.1m. Controlled access

Base build store only

Laydown

Laydown

Base build store only

Hoist Staging

Hoist

TGIF
1-150
440 m²

TIMEZONE
1-141
1499 m²

JB Hi-Fi
1-138
1478 m²

REBEL
1-129
2061 m²

JD Sports
397 m²

Lift 02

Amenities

Amenities

CMO

Seating Zone

Handover 31/07/26. Rebel Manages own dock, vertical transport and access

Internal Hoarding

Amenities

Area available for Loading (generally shared with MPX)

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number
19049A

Status
FOR INFORMATION

Date Plotted
3/03/2026 4:33:35 PM

Scale

Drawing Title
MLP FIRST FLOOR - NO NAME

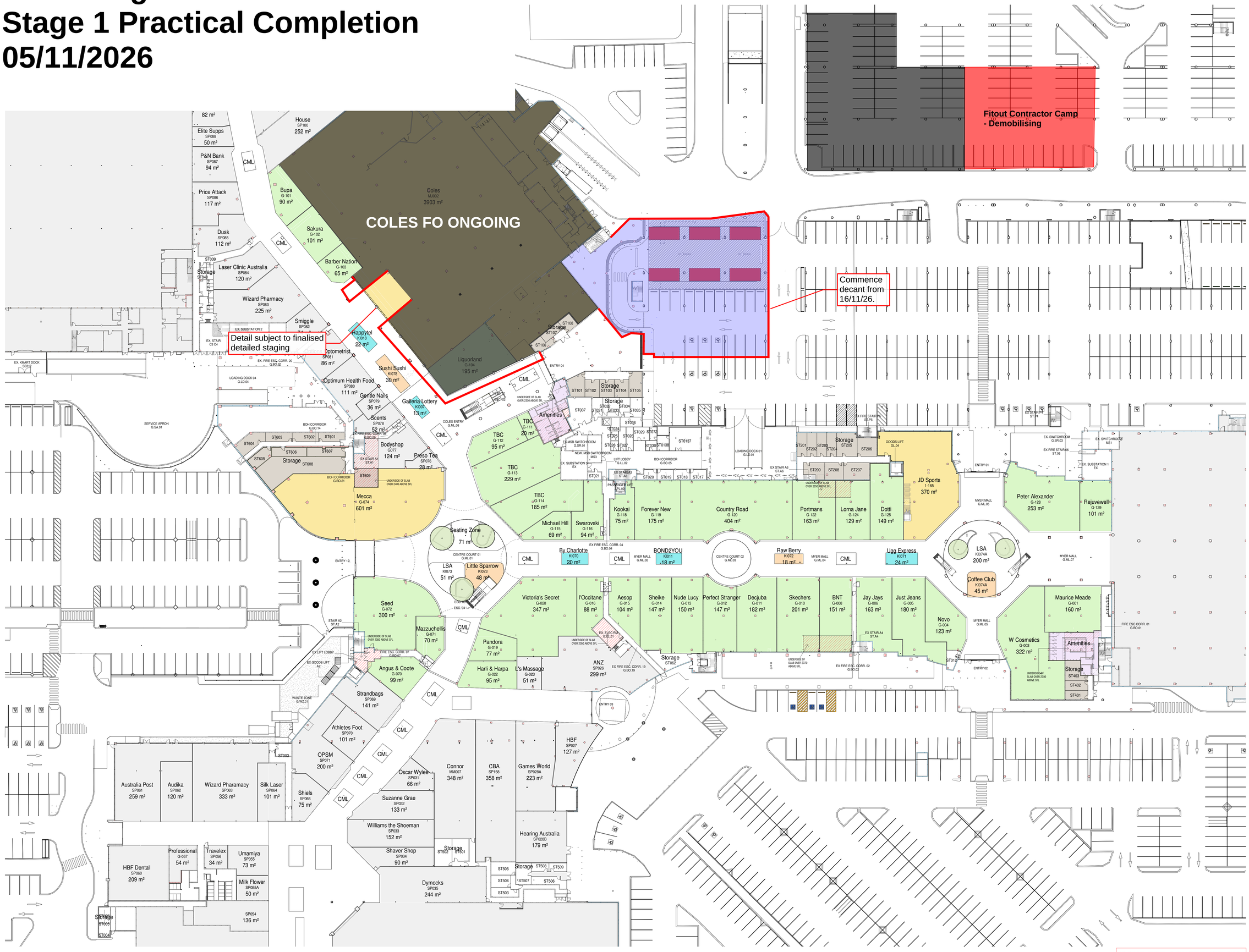
Drawing Number
GAL-BUC-AR-04-1L-0-01003

Revision
6

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Decanting Plan - Ground
Stage 1 Practical Completion
05/11/2026



Rev.	Date	Description	Iss.	Appr.
A	28.03.25	ISSUED FOR TENDER	BUC	VC
B	04.04.25	ISSUED FOR TENDER	BUC	VC
C	07.05.25	ISSUED FOR TENDER	BUC	VC
D	23.05.25	ISSUED FOR BUILDING PERMIT	BUC	VC
E	06.06.25	ISSUED FOR BUILDING PERMIT	BUC	VC
F	02.07.25	STATUS - ISSUED FOR INFORMATION	BUC	VC
G	25.09.25	ISSUED FOR INFORMATION	BUC	VC
0	07.10.25	ISSUED FOR CONSTRUCTION	BUC	VC
1	28.11.25	ISSUE FOR CONSTRUCTION	BUC	VC
2	17.12.25	ISSUE FOR CONSTRUCTION	BUC	VC
3	09.01.26	ISSUE FOR CONSTRUCTION	BUC	VC
4	02.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
5	19.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
6	23.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
7	25.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
8	04.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
9	10.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
10	12.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
11	17.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
12	20.05.26	ISSUE FOR CONSTRUCTION	BUC	VC

Keyplan

NOTE: ALL TENANCY MIX ON MASTER LEASE PLAN INDICATIVE ONLY. LSA IN TERRACE CURRENTLY UNDER REVIEW, SUBJECT TO FINAL APPROVED LANDSCAPE PLAN.

Do not scale this drawing. Verify all dimensions on site before commencing any work. This drawing remains the property of The Buchan Group Melbourne Pty Ltd. Reproduction in whole or in part without prior written consent of Buchan is forbidden. All rights reserved. Copyright © 2026 Buchan

File
Autodesk Docs://19049-R24-Galleria/GAL-BUC-AR-MOD-BUILD.rvt

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number
19049A

Status IFC

Date Plotted 20/05/2026 6:53:59 PM

Scale 1 : 300 @A0

0 3 6 12 18 24M

Drawing Title
MLP GROUND FLOOR - WITH NAME

Drawing Number
GAL-BUC-AR-04-0L-0-01000

Revision
12

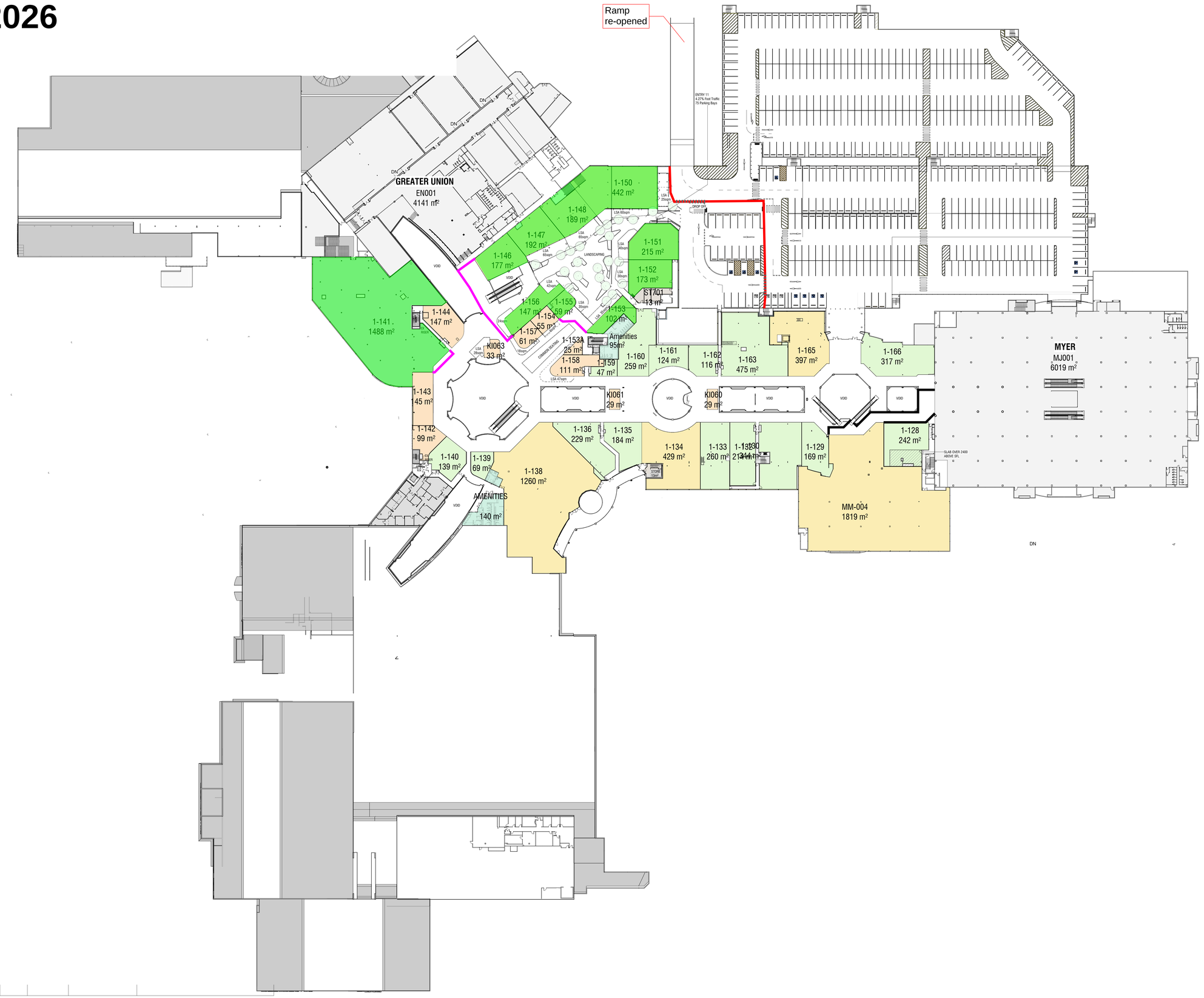
BUCHAN

Perth Studio
+ 61 8 9211 9898 / **buchan.au**

ISSUE FOR CONSTRUCTION

Decanting Plan - Level 1
Stage 1 Practical Completion
05/11/2026

Rev.	Date	Description	Iss.	Appr.
A	04.04.25	FOR TENDER	BUC	
B	23.05.25	FOR BUILDING PERMIT	BUC	VC
C	06.06.25	FOR BUILDING PERMIT	BUC	VC



KEY

- Existing Hoarding
- External Hoarding - 2.2m High
- Sliding Gates
- External Temporary Fence
- External Fence
- External Gate
- Internal Hoarding - 2m High
- Internal Hoarding - Full height (to underside of Soffit)
- Weather Wall
- Tunnel/Gantry & screen
- Doors
- Public Access routes
- Construction Site
- Out of Hours works ONLY

VICINITY CENTRES

PERRON GROUP

IPS INSIGHT PROJECT SERVICES

Project
GALLERIA

COLLIER RD & WALTER RD W,
MORLEY | WESTERN AUSTRALIA

Project Number
19049B

Status

Date Plotted 6/06/2025 5:06:20 PM

Date Issued

Scale 1 : 500 @A0

0 5 10 20 30 40M

Drawing Title
OVERALL MLP FIRST FLOOR

Drawing Number
GAL-BUC-AR-04-1L-0-01005

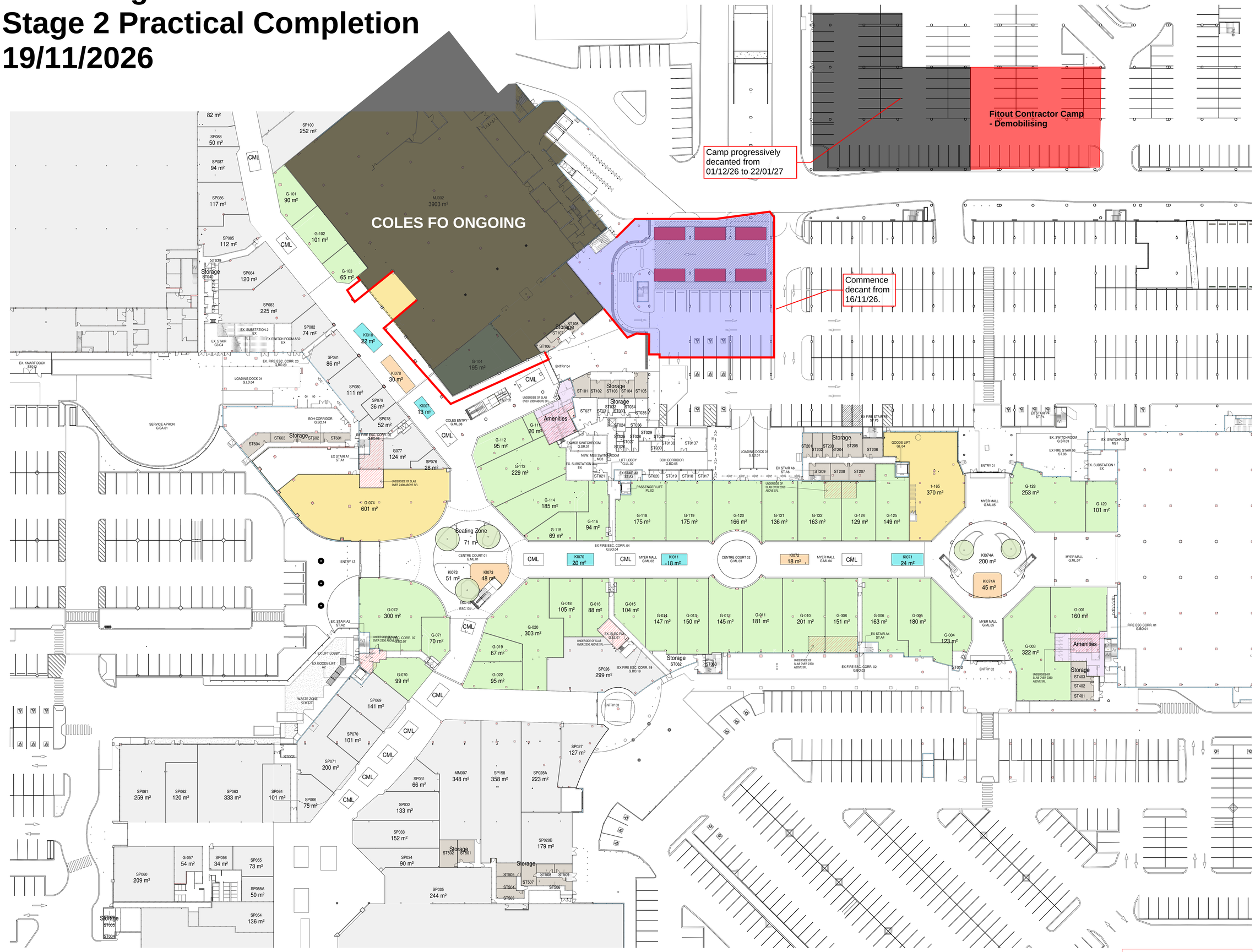
Revision
C

BUCHAN

Perth Studio
+ 61 8 9211 9898 / **buchan.au**

File
Autodesk Docs://19049-R24-Galleria/GAL-BUC-AR-MOD-LEASING.rvt

Decanting Plan - Ground
Stage 2 Practical Completion
19/11/2026



Rev.	Date	Description	Iss.	Appr.
A	28.03.25	ISSUED FOR TENDER	BUC	VC
B	04.04.25	ISSUED FOR TENDER	BUC	VC
C	07.05.25	ISSUED FOR TENDER	BUC	VC
D	23.05.25	ISSUED FOR BUILDING PERMIT	BUC	VC
E	06.06.25	ISSUED FOR BUILDING PERMIT	BUC	VC
F	02.07.25	STATUS - ISSUED FOR INFORMATION	BUC	VC
G	25.09.25	ISSUED FOR INFORMATION	BUC	VC
0	07.10.25	ISSUED FOR CONSTRUCTION	BUC	VC
1	28.11.25	ISSUE FOR CONSTRUCTION	BUC	VC
2	17.12.25	ISSUE FOR CONSTRUCTION	BUC	VC
3	09.01.26	ISSUE FOR CONSTRUCTION	BUC	VC
4	02.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
5	19.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
6	23.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
7	25.02.26	ISSUE FOR CONSTRUCTION	BUC	VC
8	04.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
9	10.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
10	12.03.26	ISSUE FOR CONSTRUCTION	BUC	VC
11	17.03.26	ISSUE FOR CONSTRUCTION	BUC	VC

Keyplan

NOTE: ALL TENANCY MIX ON MASTER LEASE PLAN INDICATIVE ONLY. LSA IN TERRACE CURRENTLY UNDER REVIEW, SUBJECT TO FINAL APPROVED LANDSCAPE PLAN.

Do not scale this drawing. Verify all dimensions on site before commencing any work. This drawing remains the property of The Buchan Group Melbourne Pty Ltd. Reproduction in whole or in part without prior written consent of Buchan is forbidden. All rights reserved. Copyright © 2026 Buchan

File
Autodesk Docs://19049-R24-Galleria/GAL-BUC-AR-MOD-BUILD.rvt

LEGEND

- SPECIALTY
- MAJOR
- MINI MAJOR
- F&B KIOSK/ CASUAL DINING
- KIOSK
- ENTERTAINMENT
- STORAGE
- AMENITIES
- CMO

VICINITY CENTRES

PERRON GROUP

GALLERIA SHOPPING CENTRE
WALTER ROAD WEST, MORLEY WA

Project Number
19049A

Status
IFC

Date Plotted
17/03/2026 11:14:00 AM

Scale
1 : 300 @A0

0 3 6 12 18 24M

Drawing Title
MLP GROUND FLOOR - NO NAME

Drawing Number
GAL-BUC-AR-04-0L-0-01001

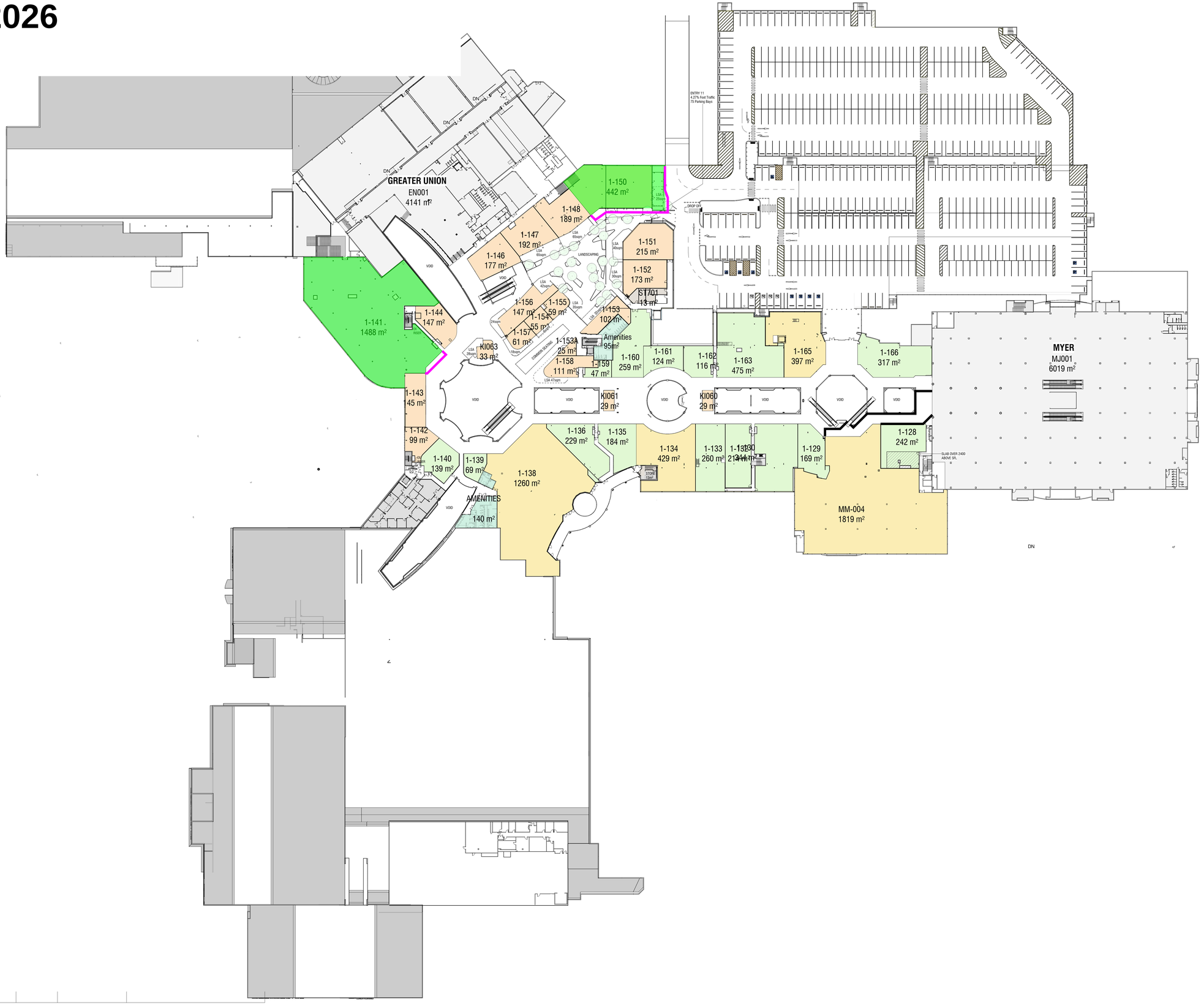
Revision
11

BUCHAN

Perth Studio
+ 61 8 9211 9898 / buchan.au

Decanting Plan - Level 1
Stage 2 Practical Completion
19/11/2026

Rev.	Date	Description	Iss.	Appr.
A	04.04.25	FOR TENDER	BUC	
B	23.05.25	FOR BUILDING PERMIT	BUC	VC
C	06.06.25	FOR BUILDING PERMIT	BUC	VC



KEY

- Existing Hoarding
- External Hoarding - 2.2m High
- Sliding Gates
- External Temporary Fence
- External Fence
- External Gate
- Internal Hoarding - 2m High
- Internal Hoarding - Full height (to underside of Soffit)
- Weather Wall
- Tunnel/Gantry & screen
- Doors
- Public Access routes
- Construction Site
- Out of Hours works ONLY

VICINITY CENTRES

PERRON GROUP

IPS INSIGHT PROJECT SERVICES

Project
GALLERIA

COLLIER RD & WALTER RD W,
MORLEY | WESTERN AUSTRALIA

Project Number
19049B

Status

Date Plotted 6/06/2025 5:06:20 PM

Date Issued

Scale 1 : 500 @A0

0 5 10 20 30 40M

Drawing Title
OVERALL MLP FIRST FLOOR

Drawing Number
GAL-BUC-AR-04-1L-0-01005

Revision
C

BUCHAN

Perth Studio
+ 61 8 9211 9898 / **buchan.au**

File
Autodesk Docs://19049-R24-Galleria/GAL-BUC-AR-MOD-LEASING.rvt

Appendix 18 - Manual Handling Procedure – Tenants

[The Tenant] Manual Handling Procedure

Overview
This procedure is a guide for staff in safe manual handling practices. All staff are responsible for following steps detailed in this procedure for any manual handling activity as defined below.

Considerations
Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can help to prevent injury. Individuals, no matter what age or gender have differing physical abilities.

Managing Manual Handling Risk
[The Tenant] identifies work activities that involves manual handling and which may pose a risk to employees. Risks are evaluated and treated.

Assessment of Risk
Each manual handling job is broken down into individual tasks to assist in identifying the range of potential manual handling hazards.
Manual handling hazards are considered through employee consultation, reviewing incident reports and workers compensation records, and through observation.

[The Tenant] and staff (Stocking Supervisor) observe and record:

- workplace and workflow design
- how and where equipment is used
- how materials are stored and accessed
- tasks that require awkward postures and movements and/or that are forceful or repetitive
- how workers perform their tasks
- how workers might be injured.

When assessing manual handling risks, consider the following:

- workplace layout
- worker's posture and position
- duration and frequency of manual handling
- load location and distance to be moved
- characteristics of the load
- available equipment and resources to assist moving the load
- work environment
- loading/unloading practices
- staff member's health, skill and experience
- particular needs of the staff member.

Hazards are prioritised, taking into consideration likelihood, consequences, and controls. The [The Tenant] addresses hazards with the highest rated risk of injury as a priority.

Minimising Manual Handling Risk
The [The Tenant] ensures work practices are designed to minimise risk and be consistent with the safe handling of objects.
All objects, work practices and the working environment are designed, constructed, and maintained so as to eliminate risks arising from manual handling.

Work Health and Safety practices establish a hierarchy of controls to minimise risk with examples outlined below including but not limited to:

- Substitute the hazard with a lesser hazard, for example use two x 20kg bags instead of one x 40kg bag
- Isolate the hazard from the person
- Minimise the risk by engineering means, for example ensuring staff have adjustable workstations to avoid unnecessary reaching or bending
- Minimise the risk by administrative means, such as providing training
- Provide personal protective equipment (PPE) to assist with the move
- If one measure does not control the risk, a combination is used.

Where it is not practical to eliminate manual handling risks, [The Tenant] designs the work activity to control these risks and, if necessary:

- Modify the design of objects or the work environment taking into account work design and work practices
- Provide mechanical aids or as a last resort use team lifting
- Ensure staff are trained in manual handling techniques, correct use of aids and team lifting procedures.

Assessing the Lift

Before undertaking to lift an object, assess the start and finish heights and ensure clear pathways.
For objects over 16kg use mechanical aids or, as a last resort use two or more people.
For large (awkward) objects (even light ones) use mechanical aids or 2 person lift.

The Stockist Supervisor will have direct supervision over any Loading/Unloading of vehicles/trucks in the loading bays to ensure that correct process and practices are followed.

Consider your own capacity: do you have existing injuries or are you recovering from an illness?
If you are, report it to your supervisor immediately.

Performing a Lift

- In preparation for lifting an object, warm up the muscles by stretching and then test the weight of the load.
- Begin with a smaller load using a whole hand grip.
- For good balance, use a wide base of support and position yourself with your feet shoulder width apart.
- Use smooth motions and hold the load close to the body.
- Maintain the natural curves of the spine as you move through the lift.
- Use hip and knee joints to bend to the object rather than bending the spine in exaggerated curves. Do not twist or bend the back sideways.
- There is equipment (Pallet Jack / Trolleys) available to assist staff to move and lift heavy items.

If Discomfort Occurs

Following the lift or move, report any discomfort you feel to your direct supervisor.

- Apply ice initially to the area and try to rest the area. Apply heat, stretches and massage to the area, keeping active to hasten recovery.
- Report incident to supervisor and complete an Incident Report Form.
- Consult your medical practitioner if pain or discomfort does not settle.

Monitoring and Review
All employees identify new manual handling hazards and report them to their supervisor. [The Tenant] checks that solutions are appropriate and have not created new problems, and updates work procedures regularly.

In addition to the annual review of risks and manual handling risk assessments, measures adopted to control the risk are reviewed when:

- There is evidence that the risk assessment is no longer valid, for example due to changes in technology or knowledge, from an incident investigation and/or report, or from an analysis of trends (eg staff health).
- An illness or injury results from exposure to the hazard.

I, _____ *(Insert Stocking Supervisor Name)* have received and attained sufficient Manual Handling training to conduct and supervise stocking activities. [The Tenant] has provided me with direction and instruction as to the process and I understand the scope of my works

I am working in _____ *(Insert Shop Number)* and am aware that I will not be entering the mall proper, I will conduct activities in the shop ONLY.

I am aware that the stockists under me will be under my direction and supervision and I will report any and all incidents occurring whilst I am on site.

Nominated Stocking Supervisor

Sign:		Date:	
Email:		Phone:	

By signing this procedure, I understand the risks of Manual Handling and I have been instructed to the proper process of Manual Handling for the purpose of the scope of work I am undertaking.

ALL Stockists to sign before starting work

Name:	Sign:	Date:	Name:	Sign:	Date:

Manual Handling

Planning...



- Can I handle the load?
- Can a lifting aid be used?
- Do I need help?
- What are the hazards?



Posture...



- Keep your feet apart.
- Slightly bend your back, hips and knees.
- Keep shoulders level and facing forwards.
- Keep the load close to your body.



✗ Don't over stretch your back.

The lift...



- Raise the load whilst straightening your legs.
- Keep the load close to your waist.
- Keep your head up.
- Move smoothly.



✗ Do not twist or turn.

Appendix 19 - Risk Assessment - General Manual Handling

Risk Assessment / SWMS

Organisation & Project Details			
Organisation Name:	(Shop Number)	Contact Name::	
ACN/ABN	N/A	Contact Position:	Nominated Supervisor
Address:	284 Collier Rd, Morley WA 6062	Contract Phone No:	
Project:	GALLERIA SHOPPING CENTRE REDEVELOPMENT		
Activity:	Setup / stock tenancies.	This SWMS has been reviewed by: Position: Date:	
Resources / Trades Involved:	Labourers / Supervisors		
PPE Required:	Hard Hat / enclosed shoes / Hi vis Safety Vest / Long Pants / Steel capped safety boots in loading areas.		
Equipment Used:	Pallet Jack / Trolly / One Step		
Maintenance checks:	Nil		
Materials Used:	Nil		
Occupational Health & Safety or Environmental Legislation:	Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022	Codes of Practice or Australian Standards applicable to the works:	WA Code of Practice for Hazardous Manual Tasks

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L *Likely*	**M** *Moderate*	**U** Unlikely
H (1) *(High level of harm)*	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	**H** (1) *(High)*	**1**	**1**	**2**
M (2) *(Medium level of harm)*	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	**M** (2) *(Medium)*	**1**	**2**	**3**
L (3) (*Low level of harm)*	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	**L** (3) *(Low)*	**2**	**3**	**3**
Level	**Likelihood / Probability**				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work
1	Entry to site	Unknown site hazards and conditions	3	Site Induction / Familiarisation of site conditions. Liaising with Nominated Stocking Supervisor.	All Personnel
2	Risk Assessment	Unknown Risk Association	3	Consider the task at hand and assess the risk factors which are likely to cause manual handling injuries, taking into account the following factors • Actions and movements used; • Layout/condition of work environment; • Posture of the body whilst working; • Duration and frequency of the task; • Weight and position of the object and its intended final location; • Nature of the object; • Work organisation; • Age, skill and experience of the worker; • Force applied. Manual Handling Procedure instruction by Nominated Supervisor	Nominated Stocking Supervisor
3	Risk Control	Inability to control / understand risk.	3	When a manual handling risk has been identified, take steps to control it by: Redesigning the task to remove or minimise the risk. If redesign is not possible, use mechanical aids (where practicable) to assist in the task and remove the manual handling risk. If neither is possible, then provide particular training/ education to the worker(s) to control the risk. Manual Handling Procedure instruction by Nominated Supervisor – and signed onto by all personnel	Nominated Stocking Supervisor / All Personnel

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work
4	Preparation: Assess size, shape, condition and weight of load(s).	Slips, trips and falls.	2	Ensure personnel are trained in manual handling and/or effectively supervised. If load is heavy or awkward, get help. DO NOT TRY TO LIFT ON YOUR OWN. Use team lifts for heavy, long or awkward loads and control and coordinate team movements with signals.	Nominated Stocking Supervisor / All Personnel
5	Preparation: Assess workflow and work area.	Slips, trips and falls.	3	Use mechanical aids where possible. Allow for frequent rest periods and job rotation. Organise a smooth work flow. Ensure personnel are trained in safe lifting procedures. Ensure workplace is uncluttered and well lit & floor surfaces are even and non-slip.	Nominated Stocking Supervisor / All Personnel
6	Lift and carry objects.	Muscular skeletal stress / injury Sprains and strains. Slips, trips and falls. Crush injuries.	2	Allow for frequent rest periods and job rotation. Ensure new workers are adequately supervised. Perform all movements in a controlled, balanced and comfortable position. Minimise repetitive bending, twisting and over reaching movements. Use correct lifting techniques as per inducted procedure including - Position your feet as close as possible to the load. Adopt a balanced position with your knees bent. ensure a proper grip. Take a deep breath, keep your head up and begin to lift the load by straightening your legs. Complete the lift with your head held straight. Hold and carry the load close to your body to reduce the strain on your arms, shoulders and back. Use your feet to change direction – do not twist your body, hips or shoulders.	Nominated Stocking Supervisor / All Personnel
7	Lower and stack objects	Muscular skeletal stress/injuries. Sprains and strains.	2	Ensure your feet and body face the spot in which the object is to be placed. Bend your knees, keep your back up straight and hold the object close to your body.	Nominated Stocking Supervisor / All Personnel

Item	Job steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work
8	Using Mechanical Aides	Muscular skeletal stress / injury Sprains and strains. Slips, trips and falls. Crush injuries.	2	Inspect before use. Always use as equipment is intended. Never over stack or overload equipment Always ensure clear visual of travel route Use a spotter if required to navigate	Nominated Stocking Supervisor / All Personnel
9	Utilising Step-ups	Falling Muscular skeletal stress / injury Sprains and strains. Slips, trips and falls.	3	Always inspect step before use Never step backwards off from or on to step. Always step with caution. Do not use step if cracked or unsafe.	Nominated Stocking Supervisor / All Personnel
10	Traversing through Loading Docks / retrieving stocking material	Vehicles / personnel Unfamiliarity of the area Slips, trips and falls.	2	Nominate a dedicated person for that shift to retrieve loads. Nominated Supervisor to supervise all dock visits for material No running in the dock areas. Plant and vehicles ALWAYS have right of way. Confirm eye contact with Operators of equipment before moving in operating distance. Steel capped safety boots whilst working in Loading areas	Nominated Stocking Supervisor / All Personnel
11	Traversing through Mall and tenancies	Unfamiliarity of the Area. Other trades. Plant and equipment	3	All Stockists are to stay within the tenancies they are stocking at all times, unless traversing to retrieve stock from loading docks. All plant and equipment has right of way at all times. Hi vis and hart hat to be worn at all times.	Nominated Stocking Supervisor / All Personnel
12	Emergency response	Fire / emergency	2	All personnel are to muster at the Emergency muster points as indicated in the induction in the event of an emergency. In the event of first aid contact the MPX first aid responder details given in the induction.	Nominated Stocking Supervisor / All Personnel

Qualifications & Experience Required	Training Required to Complete Work	Engineering Detail/Certificates of Competency
	Manual Handling Instruction	
	MPX Site Specific Induction	
	SWMS Induction	

Update with each individuals signature not all the same

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works							
Print Name	Signature	Position	Date	Print Name	Signature	Position	Date

Review:	**1**	**2**	**3**	**4**	**5**	**6**	7
Date:							
Sign:							

Appendix 20 – Crystalline Silica Substance Information

New regulations apply to engineered stone, porcelain products & sintered stone

What are the changes?

The WA WHS (General) Regulations 2022 were revised 1 July 2024 banning the use, supply and manufacture, of engineered stone benchtops, panels or slabs and regulations introduced for *Processing legacy* engineered stone benchtops, panels or slabs, porcelain products or sintered stone.

- Chapter 8A – Engineered stone, porcelain products and sintered stone, r529A-L have been inserted.
- r184A, Use of power tools on engineered stone products has been deleted (now captured in Chapter 8A).

On 1 September 2024, stronger and broader regulations will be introduced in relation to crystalline silica substances.

What is engineered stone? (r.529A)

Engineered stone means, an artificial product that contains 1% or more (determined as a weight/weight concentration) of crystalline silica and is created by combining natural stone materials with chemical constitutes such as water, resins or pigments and becomes hardened.

What is not engineered stone? (r.529A)

Engineered stone does not include concrete products, cement products, bricks, pavers and other similar blocks, ceramic wall and floor tiles, grout, mortar, render, plasterboard, *Porcelain* products, *Sintered* stone, roof tiles or natural stone benchtops.

- *Porcelain products* that do not include a product that contains resin
- *Sintered stone* that does not include a product that contains resin

What are Legacy Engineered Stone Benchtops, Panels or Slabs?

Legacy engineered stone includes any engineered stone benchtops, panels or slabs installed prior to 1 July 2024. It includes engineered stone stock (i.e. not yet installed) during the Transitional Arrangements.

What is not permitted? (r.529D, K)

The manufacturing, supplying, processing or installing of engineered stone benchtops, panels, or slabs. Refer to *Processing* and *Controlled*.

What *Work* is permitted? (r.529B, C, E, F, L)

Work involving *Processing* legacy engineered stone (benchtops, panels, slabs), porcelain products or sintered stone is permitted, if it is *Controlled*.

and relating specifically to engineered stone (benchtops, panels, slabs) *Work* includes;

- *Work* for genuine research and analysis; or
- *Work* to sample and identify engineered stone; or
- Removal, repair, or minor modifications to installed engineered stone; or
- Disposal of engineered stone, whether it is installed or not

Work is permitted on porcelain products or sintered stone, provided the *Processing* is *Controlled.*

Processing, in relation to engineered stone, porcelain products or sintered stone, means using a power tool or other mechanical plant to crush, cut, grind, trim, sand, abrasive polish or drill the stone or product.

Controlled means, control measures to eliminate or minimise risks arising from the processing of the stone or product are implemented so far as is reasonably practicable; and at least 1 of the following systems is used while the stone or product is processed

- an effective water delivery system that supplies a continuous feed of water over the stone or product to suppress the generation of dust
- an effective on tool extraction system
- an effective local exhaust ventilation system; and
- each person who is at risk from the processing of the stone or product is provided with respiratory protective equipment; and
- wears the respiratory protective equipment while the work is carried out.

WorkSafe Notification (r.529G, H, I, J)

Where *Work* involves *Processing* legacy engineered stone benchtops, panels, or slabs, for example during removal or disposal, then PCBU's must notify WorkSafe WA, either before the work commences or as soon as they become aware that the work involves *Processing* engineered stone, and

- every 12 months from the date of the previous notification, if the PCBU intends to continue to work with legacy engineered stone, and whenever there is a change to information provided in the previous notification, and
- comply with and use controls as defined.

Transitional Arrangements

Transitional arrangements apply between 1 July 2024 and 31 December 2024, provided the *Work* falls under a contract entered into on or before 31 December 2023 refer to https://www.commerce.wa.gov.au/consumer-protection/engineered-stone

Further Information

Work Health and Safety (General) Regulations, regulation 5 Terms used, and Chapter 8A regulations 529A-L.

https://www.commerce.wa.gov.au/worksafe/engineered-stone-ban

Darren Ridley
Regional HSEQ Manager

Joe Dziadulewicz
HSE Manager

WESTERN AUSTRALIA
1 JULY – 1 SEPTEMBER 2024

LEGACY ENGINEERED STONE BENCHTOPS, PANELS, SLABS, PORCELAIN PRODUCTS OR SINTERED STONE IS IDENTIFIED AT AN MPX PROJECT (WA)

Work is permitted on legacy engineered stone benchtops, panels or slabs for; Genuine research and analysis; or to sample and identify; or removal, repair, or minor modifications to installed engineered stone; or disposal (whether it is installed or not) - if the **Processing** is **Controlled**.

Work is permitted on porcelain products or sintered stone if the **Processing** is **Controlled**.

Processing means using a power tool or other mechanical plant to crush, cut, grind, trim, sand, abrasive polish or drill the stone or product.

Is **Work** required that involves legacy engineered stone or porcelain products or sintered stone?

YES

Does the **Work** require **Processing** legacy engineered stone or porcelain products or sintered stone?

NO, continue as per planned work method

YES

Legacy engineered stone

Porcelain Products / Sintered stone

WorkSafe Notification required

Copy of WorkSafe Notification to be provided to Multiplex

Processing is permitted if it is **Controlled**

Work methodology and **Controls** to be documented in SWMS including waste management

WorkSafe Notification required;
Either before the **Work** commences or as soon as the PCBU becomes aware that the work involves **Processing** engineered stone
- Every 12 months from the date of the previous notification, if the PCBU intends to continue to work with legacy engineered stone, and
- whenever there is a change to information provided in the previous notification, and
- Comply with and use controls as defined

WHS (GENERAL) REGULATIONS 2022
CHAPTER 8A r 529A-L

Engineered stone
means, an artificial product that contains 1% or more (determined as a weight/ weight) concentration of crystalline silica and is created by combining natural stone materials with chemical constitutes such as water, resins or pigments and becomes hard.

Legacy engineered stone
includes any engineered stone benchtops, panels or slabs installed prior to 1 July 2024. It includes engineered stone stock (i.e. not yet installed) during the **Transitional Arrangements**

Engineered stone does not include
concrete products, cement products, bricks, pavers and other similar blocks, ceramic wall and floor tiles, grout, mortar, render, plasterboard, Porcelain products, Sintered stone, roof tiles or natural stone benchtops.

Sintered stone that does not include a product that contains resin

Porcelain products that do not include a product that contains resin

Controlled means, control measures to eliminate or minimise risks arising from the processing of the stone or product are implemented so far as is reasonably practicable; and at least 1 of the following systems is used while the stone or product is processed
- an effective water delivery system that supplies a continuous feed of water over the stone or product to suppress the generation of dust
- an effective on tool extraction system
- an effective local exhaust ventilation system,

AND
- each person who is at risk from the processing of the stone or product is provided with respiratory protective equipment;

AND
-wears the respiratory protective equipment while the work is carried out.

Transitional Arrangements apply between 1 July 2024 and 31 December 2024, provided the *Work* falls under a contract entered into on or before 31 December 2023 refer to https://www.commerce.wa.gov.au/consumer-protection/engineered-stone
Further Information Work Health and Safety (General) Regulations, regulation 5 Terms used, and Chapter 8A regulations 529A-L.
https://www.commerce.wa.gov.au/worksafe/engineered-stone-ban

New regulations apply to Crystalline Silica Substances (r.5, r.529A-C, r.529CA-CE)

What are the changes?

On 1 September 2024, the WA WHS (General) Regulations 2022 will introduce specific requirements in reference to Crystalline Silica Substances. This is in addition to the existing (1 July 2024) regulations that already apply to the engineered stone benchtops, panels and slabs, porcelain products and sintered stone.

What are Crystalline Silica Substances? (r.529A)

Crystalline silica substances (*CSS*), means a material that contains at least 1% crystalline silica determined as a weight/weight (w/w) concentration. *CSS* examples include but are not limited to natural stone products (e.g. marble, granite, sandstone, limestone), asphalt, bricks, blocks, pavers, concrete and cement products (incl. cement fibre sheeting), ceramic tiles, grout, mortar, render, plaster board, roof tiles, [1]engineered stone, [1]porcelain products and [1]sintered stone.

[1]Specific regulations apply, refer to Multiplex Safety Memorandum – New regulations apply to engineered stone, porcelain products and sintered stone issued July 2024 and the WA WHS (General) Regulations 2022.

Table 1: Example CSS and their typical crystalline silica content (Note: specific product information should be independently verified by PCBU's)

Example CSS	Typical percentage (%) crystalline silica content
[1]Engineered stone	Up to 97%
Sandstone	70% to 90%
Granite	25% to 60%
Ceramic tiles	5% to 45%
Autoclaved aerated concrete	20% to 40%
Concrete	Less than 30%
Porcelain	14% to 18%
Brick	5% to 15%
Marble	Less than 5%, (i.e. 1-5%)

Source: Safe Work Australia, Working with crystalline silica substances Guidance for PCBU's JULY 2024.
https://www.safeworkaustralia.gov.au/doc/working-crystalline-silica-substances-guidance-pcbus

What is not a CCS?

If a material / substance contains less than (<) 1% weight / weight concentration of crystalline silica, the material / substance is not considered to be a CSS.

What is Processing in relation to CSS? (r.529A)

Processing in relation to a *CSS* means,

- Using a power tool or other mechanical plant to crush, cut, grind, trim, sand, abrasive polish or drill the *CSS* or
- The use of roadheaders to excavate material that is a *CSS* or
- The quarrying of a material that is a *CSS* or
- Mechanical screening involving a material that is a *CSS* or
- Tunnelling through a material that is a *CSS* or
- A process that exposes, or is reasonably likely to expose, a person to respirable crystalline silica (RCS) during the manufacture or handling of a *CSS*, including cleaning and equipment maintenance following *Processing,* sweeping up, removal and disposal of waste that may contain RCS.

What work with a CSS is permitted? (r.529B, r.529C)

Work involving a *CSS* that does not require *Processing* is permitted.

Work involving *Processing* a *CSS* is permitted if *Controlled*.

Controlled means, control measures to eliminate or minimise risks arising from the processing of the CSS are implemented so far as is reasonably practicable; and at least 1 of the following measures is used while the CSS is being processed,

- Isolation of a person from CSS dust exposure or
- A fully enclosed operator cabin fitted with high efficiency air filtration system (e.g. civil work, rock breaking etc.) or
- An effective wet dust suppression method or
- An effective on tool (dust) extraction system or
- An effective local exhaust ventilation system

AND

- Each person who is at risk from the processing of the CSS is provided with respiratory protective equipment AND
- Wears the respiratory protective equipment while the work is carried out.

The controls must be maintained and reviewed for effectiveness.

Note: Multiplex requires a SWMS for *Controlled Processing* of a CSS.

What is required? (r.5, r.529A-C, r.529CA-CE)

The new *CSS* regulations require PCBUs to,

- Identify any *CSS* they use, and any associated *Processing* that is required to be undertaken
- Assess and document the risks associated with *Processing* CSS;
  - Risk assessment must have regard to, the details of *CSS* and weight/weight (w/w) concentration, the type/s of *Processing*, [2]airborne concentration (of RCS), hazards including frequency of and duration of potential exposure, any relevant monitoring results previously undertaken at the workplace and any previous related incidents/illness/diseases at the workplace – all these factors must be considered
  - In determining whether the *CSS Processing* is high-risk or is not high-risk, the risk assessment must not rely on the effect / use of respiratory protective equipment (RPE) or other administrative control(s)
- Through the risk assessment process, determine whether the *CSS Processing* is high-risk or is not high-risk.

Note: If *CSS Processing* is determined to be high-risk, then additional obligations apply

- Implement control measures to eliminate or minimise risks arising from *Processing CSS* in accordance with the documented risk assessment.
- The controls must be maintained and reviewed for effectiveness.

[2]Airborne concentration of RCS that is present and if it is reasonably likely to exceed half the workplace exposure standard (WES).

What is High-risk in relation to the Processing of CSS? (r.5)

High-risk means the *Processing* of a *CSS* that is reasonably likely to result in a risk to the health of a person at the workplace.

- Following risk assessment, if the PCBU determines that the *Processing* of a CSS is not high-risk the PCBU must be able to explain and have documented (in their risk assessment) why it is more than likely that the process is not high-risk.
- If not able to determine if the *Processing* is high-risk, the regulations require that the *Processing* is treated as high-risk, until otherwise determined.

Note: The Workplace Exposure Standard (WES) for Respirable Crystalline Silica (RCS) is 0.05 mg/m^3, 8 hr time weighted average, ½ half the WES is 0.025 mg/m^3.

If *Processing* of CSS is determined to be High-risk (r.529CA), additional controls are required to be implemented

- Silica risk control plan or SWMS (SWMS must comply with r.529CB)
- The *Processing* work is required to comply with Silica Risk Control Plan or SWMS (r.529CC)
- Workers are required to complete crystalline silica training (Accredited training, or training approved by the regulator i.e. 10830NAT – Course in Crystalline Silica Exposure Prevention) (r.529CD)
- PCBU's are required to keep records of the training and produce training records if requested by Multiplex or the regulator
- Air Monitoring (for RCS) (r.529CE, r.50)
- Report exceedances to the regulator, where airborne concentration of RCS is above the WES (r.529CE)
- Provide health monitoring for workers who carry out CSS *Processing* (r.529CE).

Regardless of whether *Processing* is determined to be high-risk or not high-risk, the *Processing* must be *Controlled*.

Darren Ridley
Regional HSEQ Manager

Joe Dziadulewicz
HSE Manager

References:

- *Work Health and Safety (General) Amendment Regulations (No.2) 2024*
- *Safe Work Australia 'Working with crystalline silica substances – Guidance for PCBUs, JULY 2024*
- *Multiplex Safety Memorandum – New regulations apply to engineered stone, porcelain products and sintered stone, July 2024*

WESTERN AUSTRALIA
1 SEPTEMBER 2024

PRODUCT, SUBSTANCE OR MATERIAL CONTAINING CRYSTALLINE SILICA AT AN MPX PROJECT (WA)

WHS (GENERAL) REGULATIONS 2022
CHAPTER 8A r 529A-C, r 529CA-CE

Processing means,

- Using a power tool or other mechanical plant to crush, cut, grind, trim, sand, abrasive polish or drill the CSS; or
- The use of roadheaders to excavate material that is a CSS; or
- The quarrying of a material that is a CSS; or
- Mechanical screening involving a material that is a CSS; or
- Tunnelling through a material that is a CSS; or
- A process that exposes, or is reasonably likely to expose, a person to respirable crystalline silica (RCS) during the manufacture or handling of a CSS, including cleaning and equipment maintenance following Processing, sweeping up, removal and disposal of waste that may contain RCS.

Is the product, substance or material a **Crystalline Silica Substance (CSS)**?

YES

Is **Work** required that involves a **Crystalline Silica Substance (CSS)**?

YES

Does the **Work** require **Processing CSS**?

YES

PCBU is required to conduct a **Risk Assessment** to determine if the **Processing** of **CSS** is **High Risk**

NO, continue as per planned work method

Crystalline Silica Substances (CSS)
means a material that contains at least 1% crystalline silica determined as a weight/weight (w/w) concentration. *CSS* examples include but are not limited to natural stone products (e.g. marble, granite, sandstone, limestone), asphalt, bricks, blocks, pavers, concrete and cement products (incl. cement fibre sheeting), ceramic tiles, grout, mortar, render, plaster board, roof tiles, [1]engineered stone, [1]porcelain products and [1]sintered stone.

Risk Assessment
Risk assessment must have regard to, the details of *CSS* and weight/ weight concentration, the type/s of processing, [2]airborne concentration (of RCS), hazards including frequency of and duration of potential exposure, any relevant monitoring results previously undertaken at the workplace and any previous related incidents/illness/diseases at the workplace – all these factors must be considered
[2]Airborne concentration of RCS that is present and if it is reasonably likely to exceed half the workplace exposure standard (WES).

High Risk OR risk is not determined
Means, the Processing of CSS that is reasonably likely to result in a risk to the health of a person at the workplace.
If not able to determine if the Processing of CSS is high-risk, the regulations require that the *Processing* is treated as high-risk, until otherwise determined.

Not High Risk
Following risk assessment, if the PCBU determines that the processing of CSS is not high risk the PCBU must be able to explain and have documented (in their risk assessment) why it is more than likely that the process is not high risk.

Risk assessment determines that the **Processing** of a **CSS** is **High Risk**

Risk assessment determines that the **Processing** of a **CSS** is not **High Risk**

Processing is permitted if it is **Controlled**

Work methodology and **Controls** to be documented in SWMS including waste management

Controlled means, control measures to eliminate or minimise risks arising from the processing of the CSS are implemented so far as is reasonably practicable; and at least 1 of the following measures is used while the CSS is being processed,

- Isolation of a person from CSS dust exposure; or
- A fully enclosed operator cabin fitted with high efficiency air filtration system (e.g. civil work, rock breaking etc.); or
- An effective wet dust suppression method; or
- An effective on tool (dust) extraction system; or
- An effective local exhaust ventilation system

AND

- Each person who is at risk from the processing of the CSS is provided with respiratory protective equipment; and
- Wears the respiratory protective equipment while the work is carried out

If Processing of a CSS is High Risk, additional controls are required to be implemented:

- **Processing** is permitted if it is **Controlled**
- Silica risk control plan or SWMS (SWMS must comply with r.529CB)
- The Processing work is required to comply with Silica Risk Control Plan or SWMS (r.529CC)
- Workers are required to complete crystalline silica training (Accredited training, or training approved by the regulator i.e. 10830NAT – Course in Crystalline Silica Exposure Prevention) (r.529CD)
- PCBU's are required to keep records of the training and produce training records if requested by Multiplex or the regulator
- Air Monitoring (for RCS) (r.529CE, r.50)
- Report exceedances to the regulator, where airborne concentration of RCS is above the WES (r.529CE)
- Provide health monitoring for workers who carry out CSS Processing (r.529CE).

Further Information WA WHS (General) Regulations 2022, regulation 5 Terms used, and Chapter 8A regulations 529A-C, regulations 529CA-CE.
https://www.commerce.wa.gov.au/worksafe/silica-0
https://www.safeworkaustralia.gov.au/doc/working-crystalline-silica-substances-guidance-pcbus

CRYSTALLINE SILICA SUBSTANCES (CSS): ACCREDITED / APPROVED CRYSTALLINE SILICA TRAINING COURSES

16 May 2025

On 1 September 2024, the WA WHS (General) Regulations 2022 introduced specific requirements in reference to Crystalline Silica Substances (CSS), including, but not limited to training.

Regulation 529CD. Duty to train workers about risks of crystalline silica requires a person conducting a business or undertaking (PCBU) to ensure that a worker receives crystalline silica training if the person reasonably believes that the worker may be - involved in the processing of a CSS that is high risk; or be at risk of exposure to respirable crystalline silica because of the processing of a CSS that is high risk.

Crystalline silica training means training that is accredited, or training approved by the regulator, in relation to the the health risks associated with exposure to respirable crystalline silica; the need for, and proper use of, any risk control measures required by these regulations.

The WHS regulator (WorkSafe WA) issued a statement of regulatory intent: Implementation of work health and safety regulations relating to crystalline silica processes, valid for the period: 1 September 2024 to 30 April 2025 . During the transition period WorkSafe encouraged PCBU's to assess CSS risks, and as applicable commence training their workers via the available accredited or approved training courses.

On 15 May 2025, the WHS regulator's website published and update to the crystalline silica training courses which are recognised as approved or accredited training in Western Australia.

The following existing courses are recognised as approved or accredited training in Western Australia:

- HIA Silica awareness training: https://hia.com.au/careers-and-learning/learning/training-courses/silica-awareness

Units of competency for silica safety:

- CPCSIL3001 - Work with products and materials containing crystalline silica
- https://training.gov.au/Training/Details/CPCSIL3001/unitdetails; or
- CPCSIL4001 - Supervise and manage work with products and materials generating respirable crystalline silica https://training.gov.au/Training/Details/CPCSIL4001/unitdetails
- 10830NAT Course in Crystalline Silica Exposure Prevention https://training.gov.au/Training/Details/10830NAT/summary?trk=public_profile_see-credential

MPX recommends that where the **r.529CD** criteria is met, PCBU's ensure their workers complete **Crystalline silica training**.

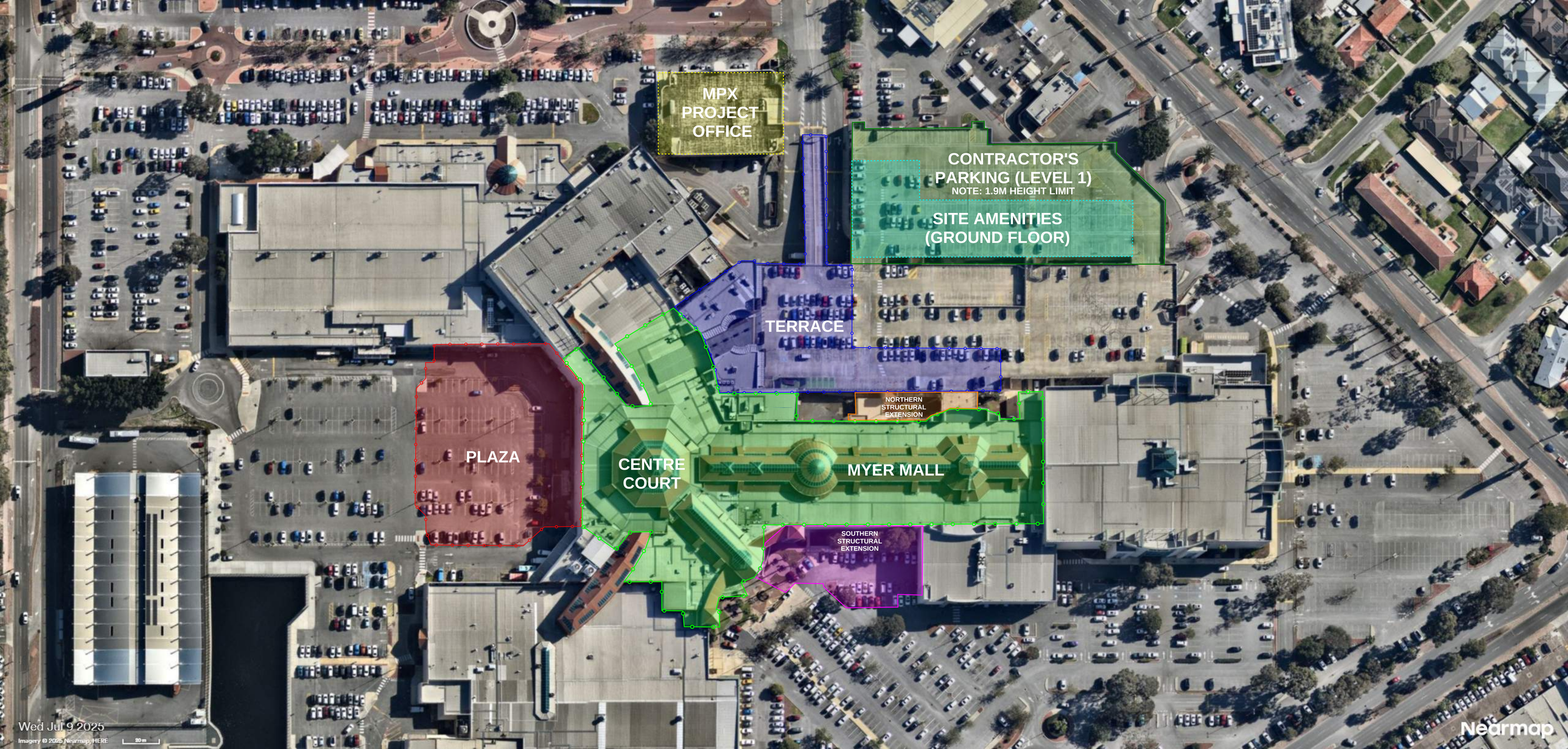
Darren Ridley
Regional HSEQ Manager

Joe Dziadulewicz
HSE Manager

References:

- *Work Health and Safety (General) Regulations 2022 – Chapter 8A Crystalline silica*
- *https://www.worksafe.wa.gov.au/whs-duties-businesses-who-work-crystalline-silica-substances*
- *https://www.wa.gov.au/government/publications/statement-of-regulatory-intent-implementation-of-work-health-and-safety-regulations-relating-crystalline-silica-processes*

Appendix 21 – Site Layout


MPX PROJECT OFFICE
CONTRACTOR'S PARKING (LEVEL 1)
NOTE: 1.9M HEIGHT LIMIT
SITE AMENITIES (GROUND FLOOR)
TERRACE
NORTHERN STRUCTURAL EXTENSION
PLAZA
CENTRE COURT
MYER MALL
SOUTHERN STRUCTURAL EXTENSION
Wed Jul 9 2025
Imagery © 2025 Nearmap, HERE
20 m
Nearmap

Appendix 22 - Galleria Contractor Information Pack May 2023



Galleria Shopping Centre

Contractor Information Pack

2021

Table of Contents

1.	**CENTRE SUMMARY**	**4**
1.1	Overview	4
1.2	Address	4
1.3	Centre Contractors (Base Build)	4
1.4	Centre Contractors (Ancillary)	4
2.	**INDUCTIONS & BUILDING PERMITS**	**4**
2.1	Inductions	4
2.2	Rapid Induct	5
2.3	Sign in Procedure	5
2.4	Building Permit and Signage	5
2.5	Town Planning	6
3.	**HOARDINGS**	**6**
3.1	Installation	6
3.2	Alterations / Movements	6
3.3	Removal	6
4.	**HOT WORKS AND HIGH-RISH WORK PERMITS**	**6**
4.1	Hot Works Permit	6
4.2	High Risk Permit	6
5.	**SKIP LOCATIONS IN LOADING DOCKS**	**6**
5.1	Delivery and Duration	6
5.2	Booking System	7
6.	**AFTER HOURS ACCESS FORMS**	**7**
6.1	Isolation of Smoke Detectors	7
6.2	Phone Patching	7
7.	**CENTRE SERVICE CONTRACTORS**	**7**
7.1	Mechanical / Fire Services	7
7.2	Electrical, Communications (Phone & Data including NBN)	7
7.3	Water & Waste and Gas (Hydraulics)	8
7.4	Structural	8
7.5	Tile Ingo	8
7.6	Mall Bulkhead Painting	9
7.7	Defit and Make-Good / Centre Builder	9
8.	**SAFETY**	**9**
8.1	Evacuation Emergency Procedures	9
8.2	Site Cleanliness	9
8.3	First Aid	9
8.4	Task Lighting	10
9.	**CENTRE RULES**	**10**
9.1	Quiet Enjoyment	10
9.2	Vehicle Parking	10

9.3	Removal of Rubbish	10
9.4	Shopping Trolleys	11
10.	**COMPLETION OF FITOUT**	**11**
10.1	Certification / FOC / CFI	11
10.2	Defect Rectification	11
11.	**COVID-19 STATUS**	**11**

Annexure 1: Centre Emergency Procedures

Annexure 2: Vicinity Contractor Management Registration Form

Annexure 3: After Hours Access Form and Service Request Form

Annexure 4: Confined Space Entry Permit

Annexure 5: Hot Works Permit

Annexure 6: Penetrations & Excavations Permit

Annexure 7: Critical Lift Permit

Annexure 8: Roof Access Permit

Annexure 9: Work at Heights & BMU Permit

Annexure 10: Loading Dock Location Map

Annexure 11: Centre Management and Contractor Office Location Map

Annexure 12: Centre Contacts List

Annexure 13: Centre Preferred Contractors List

Annexure 14: Lockdown Video Memo

Annexure 15: Reduce your Coronavirus Risk

Annexure 16: Wash Your Hands Regularly Poster

Annexure 17: Why Social Distancing Matters

1. CENTRE SUMMARY

1.1 Overview

The purpose of this document is to assist Contractors with the specific Centre site requirements relating to authorities, inductions, contacts, approvals, essential services, and Health & Safety in preparation for any proposed works at Vicinity Centres.

This document should be read in conjunction with the following:

- Relevant Building and Authority Codes
- State and Local Regulations

1.2 Address

Galleria Shopping Centre is located at **4 Collier Road, Morley**

1.3 Centre Contractors (Base Build)

As part of your Fitout or Defit, it is a requirement that you engage the Centre specific contractors for works relating to Mechanical and Fire Services prior to the commencement of onsite works. Contractors details are included in **Annexure 13.**

1.4 Centre Contractors (Ancillary)

The Centre has a list of preferred contractors such as Electricians, Plumbers and Tilers who you can choose to use as required to complete works within your tenancy, details of these contractors are listed within this document.

There are some works that will require you to engage the Centre's ancillary contractors, you will be advised this on a case by case basis however this usually relates to works that impact base build elements of your fitout.

2. INDUCTIONS & BUILDING PERMITS

2.1 Inductions

Vicinity Centres use Rapid Induct, an online portal designed to manage and maintain all contractor induction information, including relevant paperwork.

If you are a Principal or Main Contractor as defined by local and or state Legislation, then a Centre specific induction must be conducted by all operatives prior to commencement of works on site. Principle or Main Contractor is also required to manage their own inductions for any employees, contractor, or sub-contractors that enter your site. Site supervisors are required to sign in and out at Security or Centre Management daily.

If you are not a Principal or Main Contractor as defined by local or state Legislation, then please contact the Centre's **Compliance & Risk Coordinator** or **Centre Management team**, for further clarification. In most cases you will fall under this category for works relating to Tenancy Delivery. Refer to **Annexure 12.**

2.2 Rapid Induct

Rapid Induct process inductions on behalf of Vicinity and verify relevant insurance certificates of currency.

The procedure is as follows:

- Complete attached Contractor Registration Form and email back to support@rapidinduct.com.au, Refer **Annexure 2.**
- Rapid Induct will send you an email with a link to proceed with your induction.
- You will need to upload all insurances and any other paperwork directly to Rapid Induct for verification. Your certificates of currency for PLI and Workers Comp must have the same ABN and Company Name that you register to Rapid Induct with or you will delay the process. If this is not the case, then please contact the Centre's **Compliance & Risk Coordinator** or **Centre Management team.**
- When Rapid Induct has verified all paperwork your company will then be deemed compliant and only then will you be able to purchase credits to obtain passwords.
- If you have any queries regarding the progress of your induction you can contact Rapid Induct on 1800 307 595 or support@rapidinduct.com.au.
- Please allow up to 48hrs for completion of the induction process.

2.3 Sign in Procedure

Site supervisors must sign in and out at the Centre Management or Security Office each shift. Please speak to your Tenancy Delivery Manager or Centre Management office about the specific site sign in requirements. Attached within this document is a map of the Centre which directs you to the sign in location should you need it. Refer **Annexure 11.**

A sign in register must be left at the entry to the hoarding so that everyone who enters the site can sign in and out easily. Where appropriate, and under COVID Safe plans, temperature checking may also be required. A QR system is also acceptable, so long as the data is held for sufficient time should we need to use it for contact tracing.

2.4 Building Permit and Signage

Building Permits are required for Demolition as well as Fitouts. A copy of the Building Permit must be submitted to your Tenancy Delivery Manager prior to commencing on site so that the appropriate hoarding signage can be arranged.

Where works are minor, a Building Permit Exemption Letter may be obtained from your preferred building surveyor. Please provide a copy to your Tenancy Delivery Manager and or Centre Management team prior to commencement on site.

The Landlord will organise Contractor sticker/signage for the door which lists the Tenancy Number, Building Permit and relevant contact details. This removes the need for you to install core flute or other signage to the customer facing side of the hoarding. All other permits etc need to be displayed inside the hoarding.

2.5 Town Planning

If you are fitting out a tenancy which is external to the Centre, it is likely that you (or the Tenant) will need to apply for Town Planning through your local council. Your Tenancy Delivery Manager or Centre Management team will be able to assist you with who at the council you need to approach if you are having issues.

Noting that the Town Planning process can be quite time intensive, we recommend commencing your application as early into the design and construction process as possible.

3. HOARDINGS

3.1 Installation

Hoardings will be installed by the Landlord prior to you commencing works on site. Typically, hoardings are installed 1200mm -1500mm off the Tenancy lease line to allow for equipment access and storage (dependant on Centre and site location).

3.2 Alterations / Movements

For safety reasons, under no circumstances are you to move or alter the hoarding yourself. Please contact your Tenancy Delivery Manager / Centre Management team to organise any Hoarding Alteration or Movement requirements so that the hoarding contractor can be engaged. There will be costs associated with the call out fee which will be re-charged directly to the Tenant.

3.3 Removal

Hoarding removal will be organised by your Tenancy Delivery Manager / Centre Management team at the completion of your fitout, and upon receipt of all certifications from the shopfitter. The Tenant also has specific requirements to meet prior to the hoarding coming down. The Tenancy Delivery Manager / Centre Management team will co-ordinate satisfying these requirements directly with the Tenant if, and when, required.

4. HOT WORKS AND HIGH-RISH WORK PERMITS

4.1 Hot Works Permit

Contractors undertaking any hot works, must complete a Hot Works Permit and attach their risk assessment and / or SWMS no less than 48 hours prior to the works being completed. The form can be sent to martin.smith@vicinity.com.au with CC to your Tenancy Delivery Manager / Centre Management team.

Centre Management may elect to review the works area to ensure compliance and completion of works.

4.2 High Risk Permit

If any High-Risk works need to be completed inside the tenancy or within any areas of the Shopping Centre the appropriate permits can be obtained from Centre Management. All High-Risk Permits must be accompanied by the appropriate Risk Assessment and / or SWMS, other documentation such as traffic management plans and planning permission may also be required, if you have any questions please contact the Contracts & Compliance Supervisor or Centre Management team.

Up to date copies of all permits can be obtained through the Centre Management team at any time. All sample forms are included in the Annexures of this document.

5. SKIP LOCATIONS IN LOADING DOCKS

5.1 Delivery and Duration

Due to the high volume of traffic in our Loading Docks, skip bins must be delivered to the Centre after trade and collected within agreed timeframes with Centre Management. Please consult with your Tenancy Delivery Manager or Centre Management team prior to delivery of bins.

5.2 Booking System

You will need to book in a location by contacting the Centre Management team 24 hours prior to delivery of the skip bin. The loading bay most convenient to your worksite and specific location will be allocated to you for the night/s you require, subject to availability. Safe passage from worksite to loading docks is to be considered and form part of SWMS in site safety file. Attached within this document is a map of the Centre's Loading docks, refer **Annexure 10.**

6. AFTER HOURS ACCESS FORMS

The After Hours Access Form needs to be filled out prior to commencing on site. This form covers a number of different areas and can be submitted on more than one occasion. In the first instance, you will need to submit an After Hours Access Form prior to commencing on site.

Some Centres have 24-hour access via Security, and so long as your form is valid you can enter the site at any time. If this is the case, please fill the form out for the duration of your proposed works so that you can come and go as you need.

Access can be granted by calling Security if you arrive after the doors are locked for the evening, or before they open in the morning. After Hours Access Forms need to be submitted to martin.smith@vicinity.com.au no less than 48 business hours prior to your initial access time. A cc to your Tenancy Delivery Manager or Centre Management team is advised so that any internal questions can be correctly answered.

6.1 Isolation of Smoke Detectors

Please submit a completed form to martin.smith@vicinity.com.au with 48 business hours' notice of the required isolation as we may be required to engage **ARA Fire** to carry out the Isolation. *There may be costs associated with this procedure*; any costs relating to Fitout and defit isolations will be on-charged directly to the Tenant for re-imbursement.

6.2 Phone Patching

Patching between tenancy and MDF/IDF to be conducted by Vicinity Centres' representatives only. To organise this, please fill out the relevant section of the After Hours Access Form and send to martin.smith@vicinity.com.au with 48 business hours' notice. Both Telstra and Optus have infrastructure at most of our Centres and will be aware of the procedures.

7. CENTRE SERVICE CONTRACTORS

The Centre has preferred contractors for a range of services, in some instances you will be required to engage the Centre contractor to achieve the desired outcome for both Tenant and Landlord. There are areas of our infrastructure where we do not permit third party contractors' access, as such if you need to access these areas you will need to co-ordinate with our preferred contractor. A list of contacts and services are provided within **Annexure 13.**

7.1 Mechanical / Fire Services

Fire Services (both wet & dry) and all Mechanical works need to be designed & co-ordinated by the Tenant's shopfitter. It is a requirement that the Landlord's contractors are engaged to complete the works by the shopfitter directly. All costs will be billed directly to Tenant/shopfitter at the appropriate point throughout the process. Installation, rough in's and fit off scheduling is to be managed directly by shopfitter.

7.2 Electrical, Communications (Phone & Data including NBN)

At handover, you will receive either the existing switchboard located within the tenancy or a temp board. For the most part, when taking handover of a tenancy within the static Centre (non-Development) it is usual to receive the outgoing Tenants switch board. Any relocation, upgrade or repair can be completed by the shopfitter's electricians and is at the Tenant's cost; however, the Centre contractor will need to be contacted prior to relocation for isolation of mains prior to disconnection and re-connection.

Embedded Network

Your premises may be connected to an Authority Meter or an Embedded Network Meter. Please contact either your Tenancy Delivery Manager or Centre Management team for further information on the appropriate process if the Tenant has not already been contacted by Energy Plant Management (embedded network provider).

NBN

Where an existing NBN "Fibre to the Premises – FTTP" or Fibre to the Building – FTTB connection exists, you are able to directly contact your Telecommunication provider of choice, quote your tenancy number and Centre address to arrange connection.

An FTTB connection in some instances may require re-patching from the MDF as it utilises the existing buildings copper network from the MDF to the tenancy, refer to section 6.2.

Where the NBN is already connected to the building and a new "Fibre to the Premises – FTTP" is preferred, you may be eligible for business NBN Enterprise Ethernet at minimal costs. Visit https://www.nbnco.com.au/business for further information.

7.3 Water & Waste and Gas (Hydraulics)

A single water supply and waste point will be provided to your tenancy so long as it is within the Tenant's lease agreement. Any relocation required will need to be coordinated with Centre's contractors only, however plumbing required that does not relate to relocation can be completed by your preferred contractor.

Please contact your Tenancy Delivery Manager and Centre Management team for specific details and process relating to Water Meters and Gas Meters.

7.4 Structural

Slab Penetrations
Any chasing, coring or waste point relocations must be directed to Centre's structural engineer and notice of approval to be supplied prior to works commencement. Please send details of this request to your Tenancy Delivery Manager or Centre Management team to receive approval. There will be costs associated with this procedure, which will be directly on charged to the Tenant through their lease account.

Shopfront Engineering
In some Centres it is a requirement that point load bearings or other structural elements including shop front review must be directed to Centre's structural engineer and notice of approval to be supplied prior to works commencement. Please send details of this request to your Tenancy Delivery Manager or Centre Management team to receive approval. There will be costs associated with this procedure, which will be directly on charged to the Tenant through their lease account.

While not a requirement, you are welcome to use the Landlord's nominated Structural engineer for your structural review during the design process should you wish to do so.

7.5 Tile Ingo

The Tile ingo is to be undertaken by shopfitter's tiler, any repairs needed to the Centre mall tiles will require you to obtain replacement tiles. These can be laid by the shopfitter's tiler or the Centre's Tiler.

Should you require 10 or less tiles they can be purchased from Centre Management and recharged to the Tenant directly (pending stock availability). To order mall tiles, please fill out the relevant section of the After Hours Access Form and send to martin.smith@vicinity.com.au with 48 business hours' notice prior to needing the tiles. For orders larger than 10 tiles, you will need to reach out to the Centre Management team to obtain the relevant supplier details.

***Noting, a 3mm transition strip to be installed between mall tile and tenancy floor.*

7.6 Mall Bulkhead Painting

If the bulkhead is damaged or dirtied during the defit / fitout process, you will need to re-paint it prior to or just following the hoarding removal. Please reach out to the Centre Management team for specific colour details and contact for painter if required.

7.7 Defit and Make-Good / Centre Builder

The Centre has preferred contractors should you require any additional resources for Defit and Make-Good, or other building assistance. Please refer to **Annexure 13** for contacts list.

8. SAFETY

8.1 Evacuation Emergency Procedures

Please refer to **Annexure 1** for the Centre's Emergency Evacuation Plan and Emergency Procedures. Please familiarise yourself, your contractors and sub-contractors with the Centre specific procedures. It is also a requirement of your site that you print and display this information along with a first aid kit and fire extinguisher at the front of the hoarding inside the tenancy for the duration of the works.

Please see below and the attached memo for links to view Vicinity Centres Active Shooter emergency procedures video, refer **Annexure 14.**

Language	Link
English	https://vimeo.com/142345668
Arabic	https://vimeo.com/240756851
Chinese Simple	https://vimeo.com/240756986
Chinese Traditional	https://vimeo.com/240757162
Korean	https://vimeo.com/240757307
Vietnamese	https://vimeo.com/240757430

As you may be aware under health and safety legislation, as the Principal / Main Contractor for your current fitout, refit or defit at the Centre, you are required to complete a Health and Safety Co-ordination plan.

8.2 Site Cleanliness

Tenancy to be kept tidy at all times, and rubbish regularly removed. Mats to be provided for duration of fitout at the hoarding door. Any mess carried through the mall that requires the Centre's cleaners to attend may be charged back to the Tenant.

8.3 First Aid

In addition to a First Aid Kit and Fire Extinguisher, it is important to note that our Security team, along with a number of Centre Management staff and contractors, are fully trained First Aid Officers. In the event of a Medical Emergency it is recommended that you call Security or the Centre Management office immediately.

Someone can be doing this while another person is calling 000 as the Security team will reach you well before paramedics and can commence relevant first aid. The Centre is fitted with at least one automated external defibrillator (AED) and the attending officer will bring this with them if needed. In the event of a cardiac arrest or other life-threatening incidents the use of the phrase **URGENT CODE BLUE IN TENANCY** will get the quickest and most urgent response.

This is also relevant if you have an incident in the mall; as such it is recommended that all staff on site save the Centre's Security or Centre Management office number in their mobile phone while working within the Centre.

8.4 Task Lighting

While de-fitting or fitting out (until the lighting has been installed) you must ensure there is adequate task / flood lighting inside the tenancy. A live power point can be found adjacent to your switch board for your use until power has been connected.

9. CENTRE RULES

9.1 Quiet Enjoyment

The trading retailers are entitled to quiet enjoyment during their trading hours. For the most part this means that you will not be permitted to undertake any noisy works during the Centre's advertised trading hours, however in certain areas of the Centre these hours may differ. If your site is in an area of the mall with varied trading hours (i.e. an Entertainment Precinct) you will be advised if limitations on noisy works and delivery vary from that of the standard centre rules. Noisy works are to cease 60 minutes prior to opening time and not recommence until 30 minutes post the end of the day's trade time.

lease see below standard advertised trading hours for the Centre;

Day	Trading Hours
Monday	9:00am – 5:30pm
Tuesday	9:00am – 5:30pm
Wednesday	9:00am – 5:30pm
Thursday	9:00am – 9:00pm
Friday	9:00am – 5:30pm
Saturday	9:00am – 5:00pm
Sunday	11:00am – 5:00pm
Public Holiday	11:00am – 5:00pm

*Subject to change

9.2 Vehicle Parking

All staff working at the Centre, including (but not limited to) Retail Staff, Centre Management, Centre Contractors and Fitout Contractors, must adhere to the Centre's parking policy. At no point are you permitted to park your car in a loading dock. The Centre's Loading Docks are for the specific use of loading and unloading. Vehicles found parked in the dock for longer than 15 minutes (while loading / unloading and delivery to store) risk being towed.

9.3 Removal of Rubbish

All builder's rubbish needs to be cleared out regularly and taken away in a skip bin (refer Skip Bin Locations in Loading Docks section of this document) or truck. Under no circumstances can builder's rubbish be placed in Centre bins or compactus. Nor can you utilise other contractors skip bins. Any unlawful dumping of rubbish will be removed and charged back to the offending contractor through the Tenants' lease account.

9.4 Shopping Trolleys

Shopping trolleys are not to be used under any circumstances. The retailers who own the shopping trolleys provide them for the sole purpose of providing their customers with the convenience of being able to easily shop inside their store and return to their vehicle. For the avoidance of doubt, inserting a gold coin to separate your trolley for use does not constitute paying for it. In the event shopping trolleys are found inside a hoarding you will be asked to empty and return it immediately. We recommend investing in a flatbed trolley for the site to avoid needing to find an alternative.

10. COMPLETION OF FITOUT

10.1 Certification / FOC / CFI

Certificates must be received for each discipline of works undertaken within the tenancy. A structural sign off is required for glazing, bulkheads, and signage. A Certificate of Occupancy (Certificate of Final Inspection) is required prior to trade commencing

10.2 Defect Rectification

It is a requirement under the Tenant's lease that defects are rectified within an appropriate time frame following the receipt of a formal Defects Inspection Report. Your Tenancy Delivery Manager or Centre Management team will issue a Defects Inspection Report to the Tenant and shopfitter following the completion of the fitout. The report will advise you when the defects need to be completed by which is usually a two-week period. This is subject to the time of year and type of defect requiring rectification; as such, extended periods can be granted to account for holiday periods or lead time on replacement items such as pressed metal, stone or offshore replacement items.

It is only at the completion of defects rectification that we can consider the fitout completed.

11. COVID-19 STATUS

Vicinity Centres is monitoring the status of the Coronavirus daily for our operating Centres, Developments and fitout works. The Centre Management team has overall control of the HSE of the site and will communicate any additional protocols and updates with regards to COVD-19 as and when it becomes required.

Disclaimer
The information contained herein (the Information) has been supplied by Vicinity Limited and Vicinity Centres RE Limited (in its capacity as responsible entity of Vicinity Centres Trust) (Vicinity).

The Information is intended to provide general advice only and does not take into account your individual objectives, financial situation or needs. You should assess whether the Information is appropriate for you and consider talking to a financial adviser or consultant before making an investment decision. This document contains forward-looking statements, including statements regarding future earnings and distributions. These forward-looking statements are not guarantees or predictions of future performance, and by their very nature, involve known and unknown risks, uncertainties and other factors, many of which are beyond the control of Vicinity Centres, and which may cause actual results to differ materially from those expressed in the statements contained in this document. You should not place undue reliance on these forward-looking statements. These forward-looking statements are based on information available to Vicinity Centres as at the date of this document. Except as required by law or regulation (including the ASX Listing Rules), Vicinity Centres makes no undertaking to update these forward-looking statements, whether as a result of new information or future events.

All reasonable care has been taken in relation to the preparation and collation of the Information. Except for statutory liability which may not be excluded, no person, including Vicinity Centres and any of its subsidiaries (as applicable) accepts responsibility for any loss or damage howsoever occurring resulting from the use of or reliance on the Information by any person. Past performance is not indicative of future performance and no guarantee of future returns is implied or given.

Copyright and confidentiality
The copyright of this document and the Information contained therein is vested in the Vicinity Centres group of companies. This document should not be copied, reproduced or redistributed without prior consent.

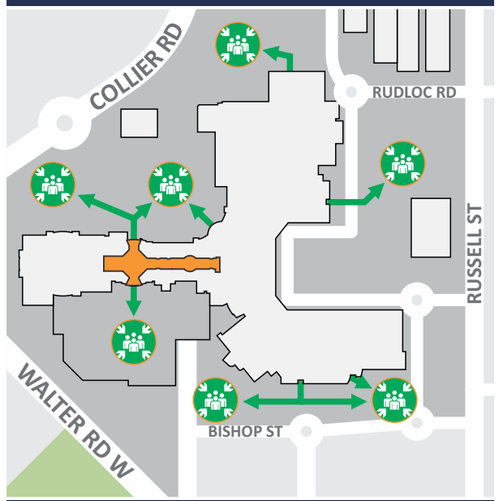
Annexure 1: Centre Emergency Procedures

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 3



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

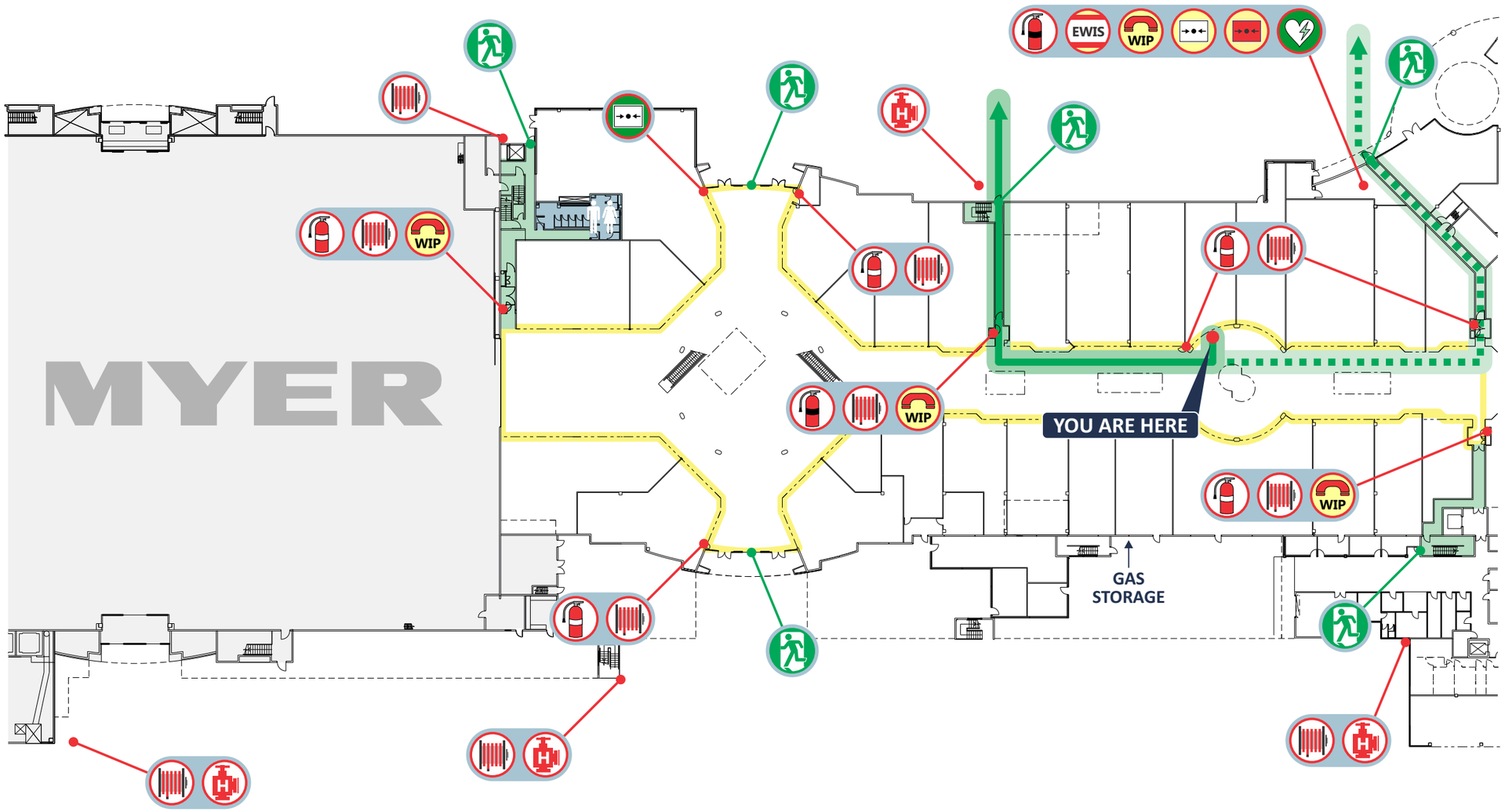
- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa

COLLIER ROAD



WALTER ROAD W

IN CASE OF FIRE

R RESCUE	A ALARM	C CONTAIN	E EVACUATE
P PULL	A AIM	S SQUEEZE	S SWEEP

EMERGENCY SERVICES

DIAL 000

LEGEND

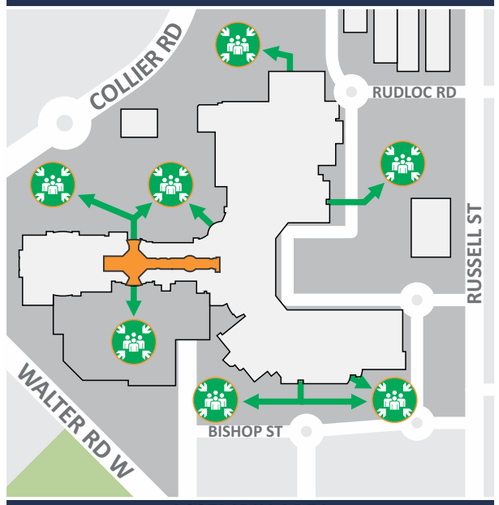
- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Emergency Warning Intercom System
- Warden Intercom Point (Phone)
- Emergency Call Point (White)
- Manual Call Point (Red)
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 3



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

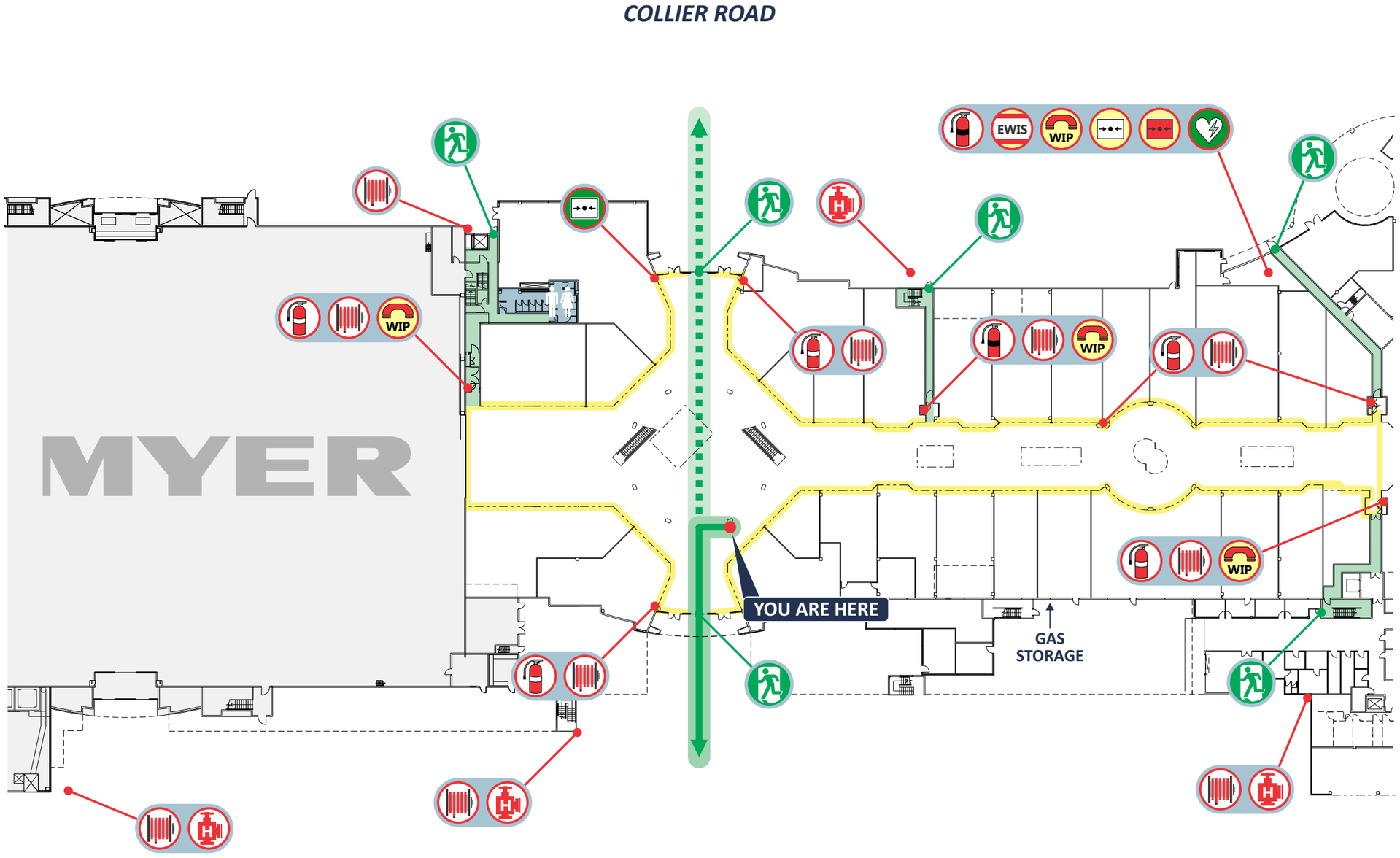
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



IN CASE OF FIRE

R RESCUE	A ALARM	C CONTAIN	E EVACUATE
P PULL	A AIM	S SQUEEZE	S SWEEP

EMERGENCY SERVICES

DIAL 000

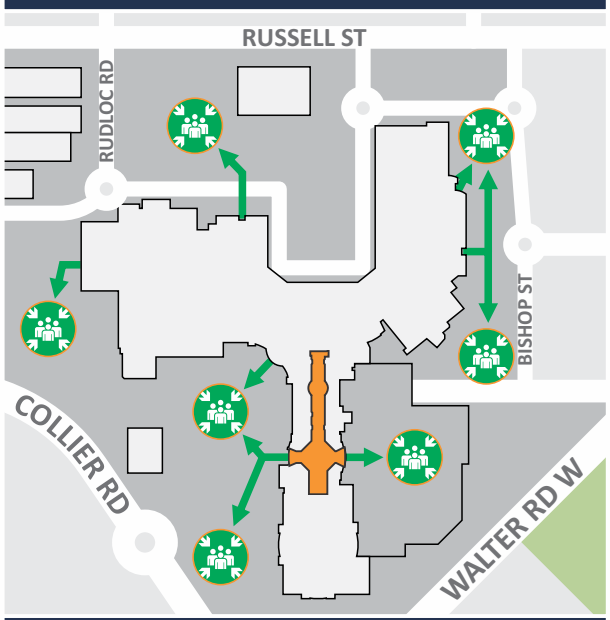
LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Emergency Warning Intercom System
- Warden Intercom Point (Phone)
- Emergency Call Point (White)
- Manual Call Point (Red)
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EVACUATION DIAGRAM

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

GROUND LEVEL
ZONE 3



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

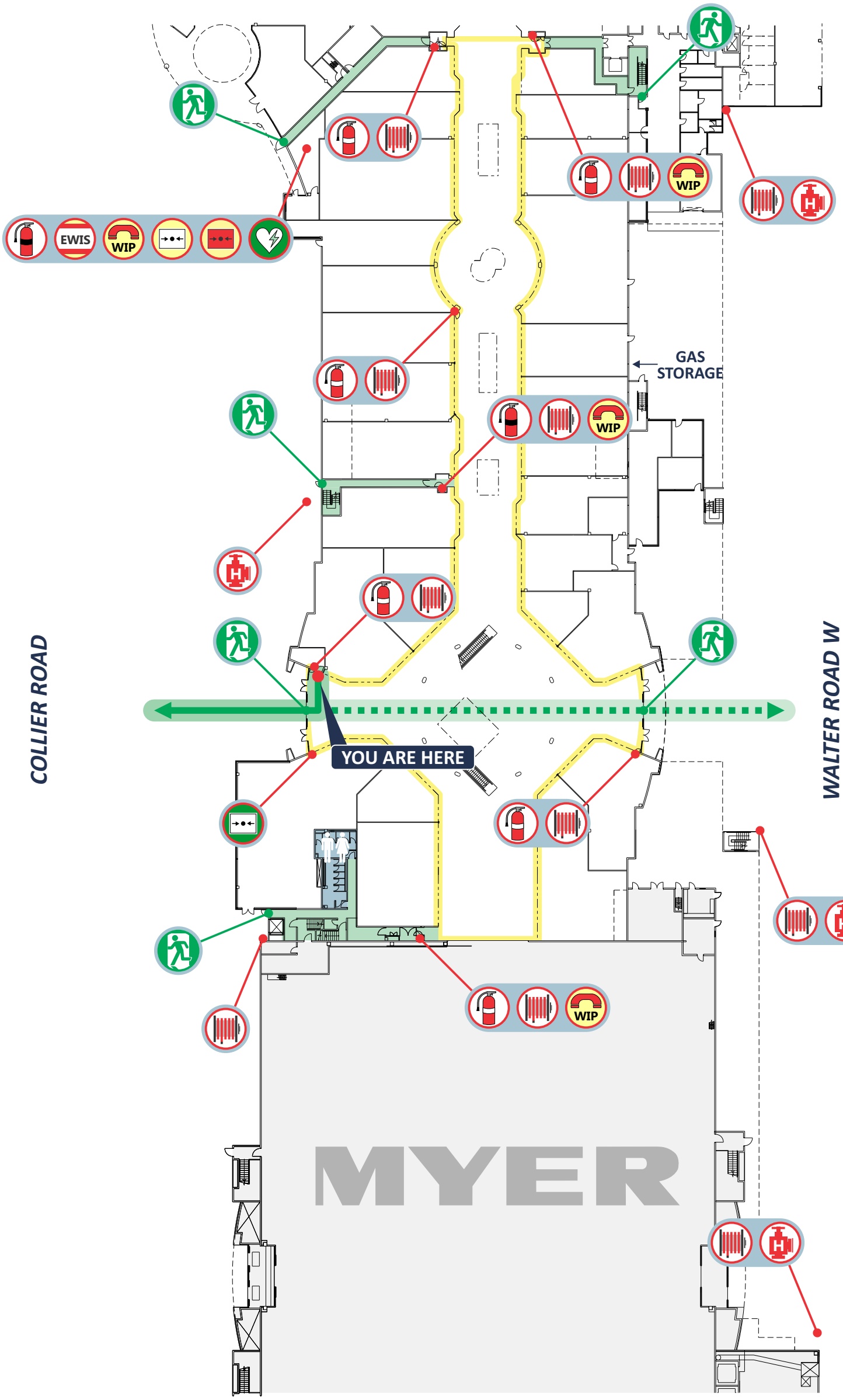
- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

R RESCUE	P PULL
A ALARM	A AIM
C CONTAIN	S SQUEEZE
E EVACUATE	S SWEEP

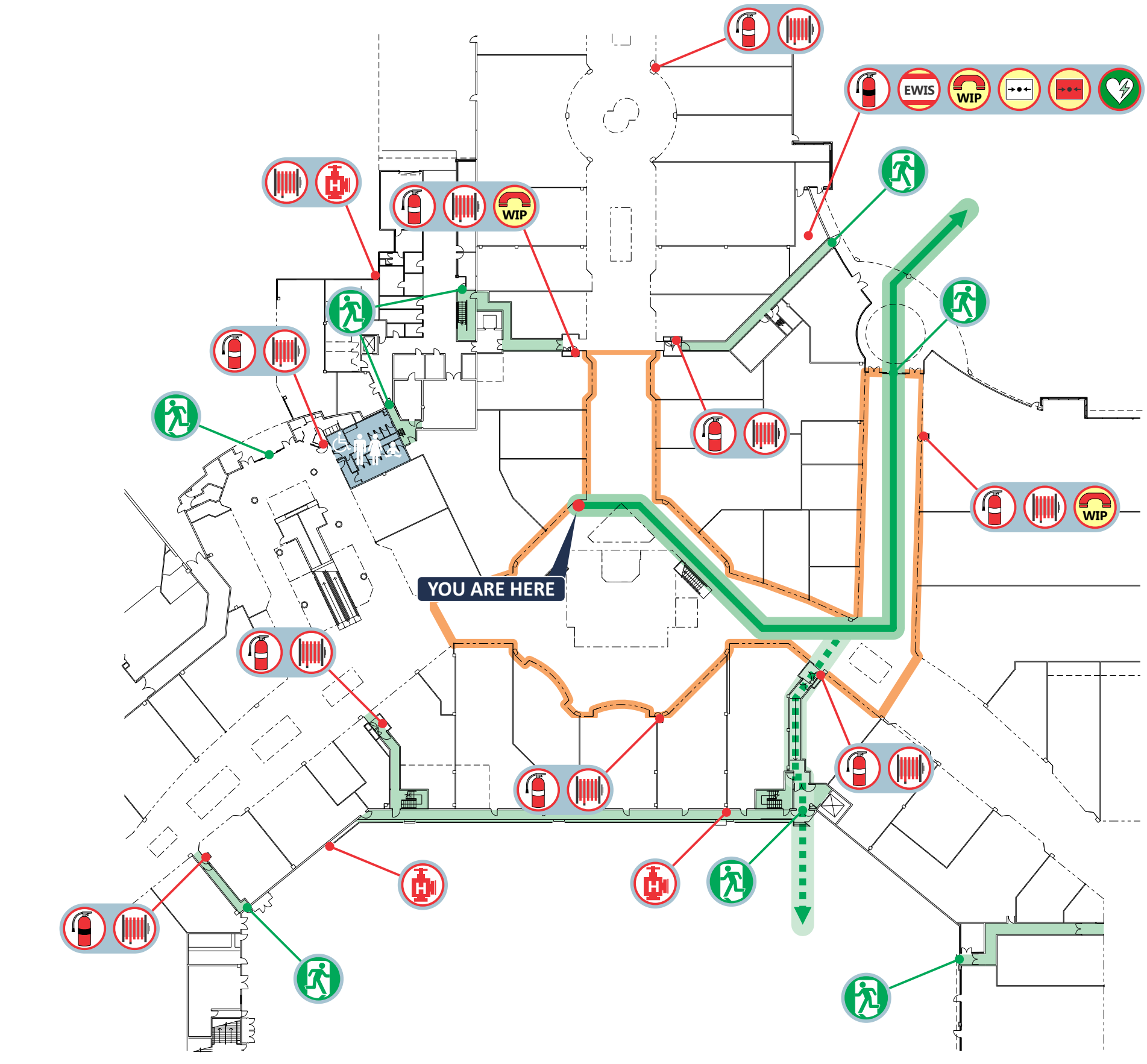


LEGEND

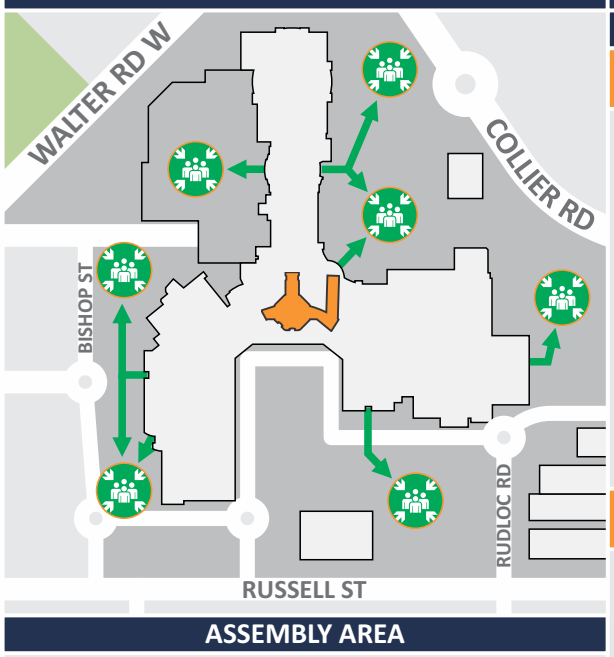
- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Emergency Warning Intercom System
- Warden Intercom Point (Phone)
- Emergency Call Point (White)
- Manual Call Point (Red)
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

prensa

EVACUATION DIAGRAM



GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062



ASSEMBLY AREA

CAR PARK

GROUND LEVEL
ZONE 4

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- EWIS — Emergency Warning Intercom System
- WIP — Warden Intercom Point (Phone)
- Emergency Call Point (White)
- Manual Call Point (Red)
- Defibrillator
- Exit
- Secondary Evacuation Route
- Primary Evacuation Route

IN CASE OF FIRE

R	A	C	E
RESCUE	ALARM	CONTAIN	EVACUATE

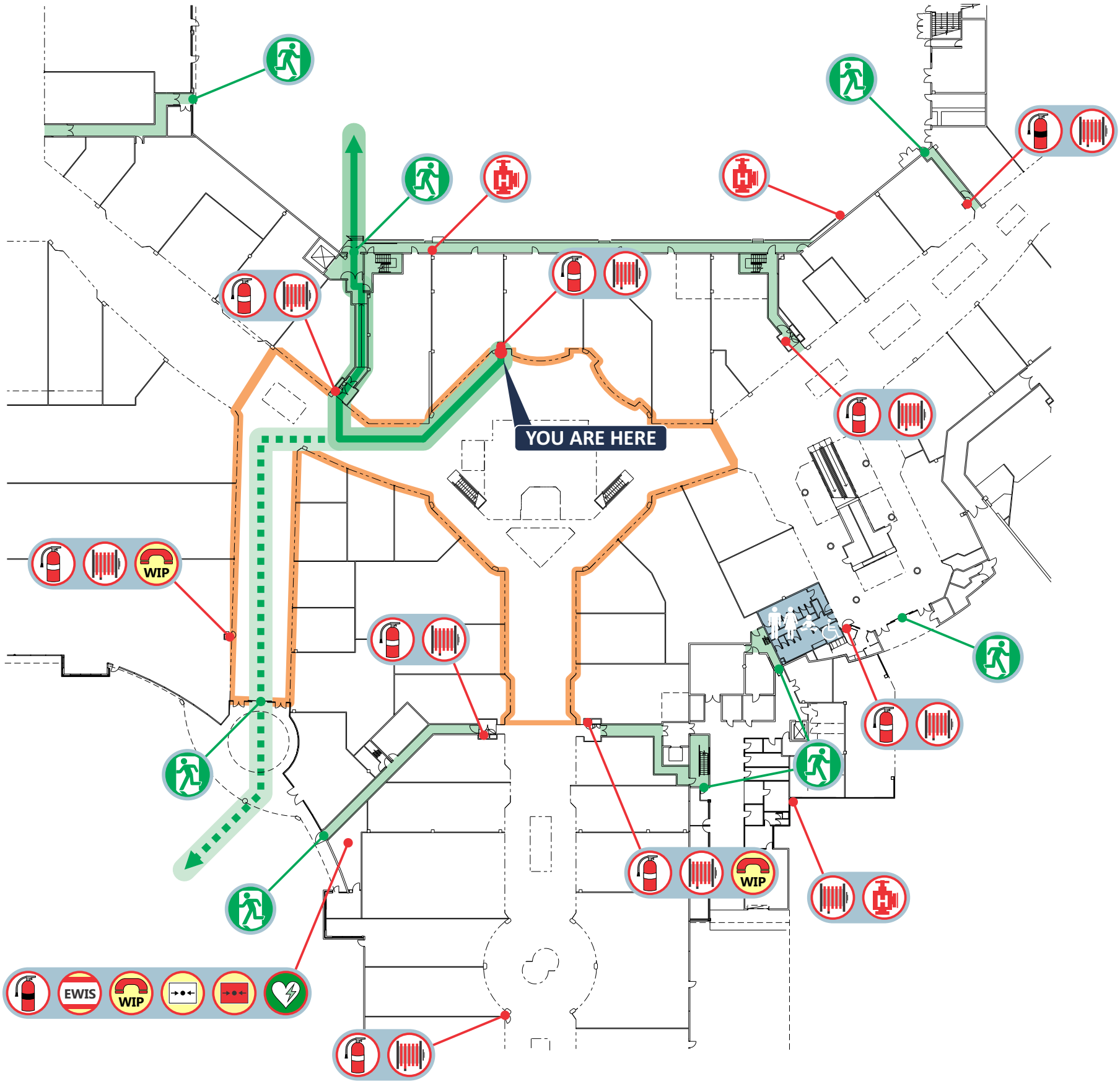
P	A	S	S
PULL	AIM	SQUEEZE	SWEEP

EMERGENCY SERVICES

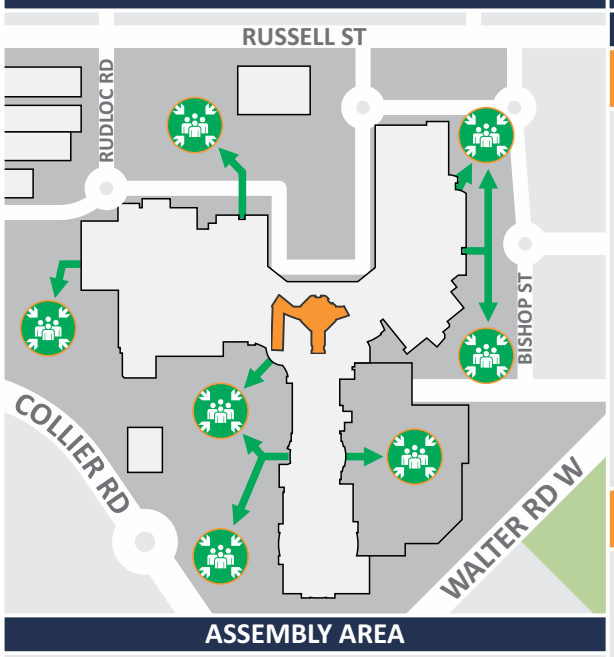
DIAL 000

prensa

EVACUATION DIAGRAM



GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062



ASSEMBLY AREA

CAR PARK

GROUND LEVEL
ZONE 4

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Emergency Warning Intercom System
- Warden Intercom Point (Phone)
- Emergency Call Point (White)
- Manual Call Point (Red)
- Defibrillator
- Exit
- Secondary Evacuation Route
- Primary Evacuation Route

IN CASE OF FIRE

R RESCUE	A ALARM	C CONTAIN	E EVACUATE
P PULL	A AIM	S SQUEEZE	S SWEEP

EMERGENCY SERVICES

DIAL 000

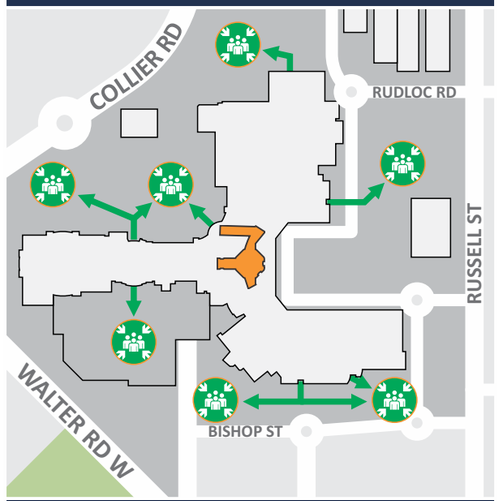
prensa

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 4



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

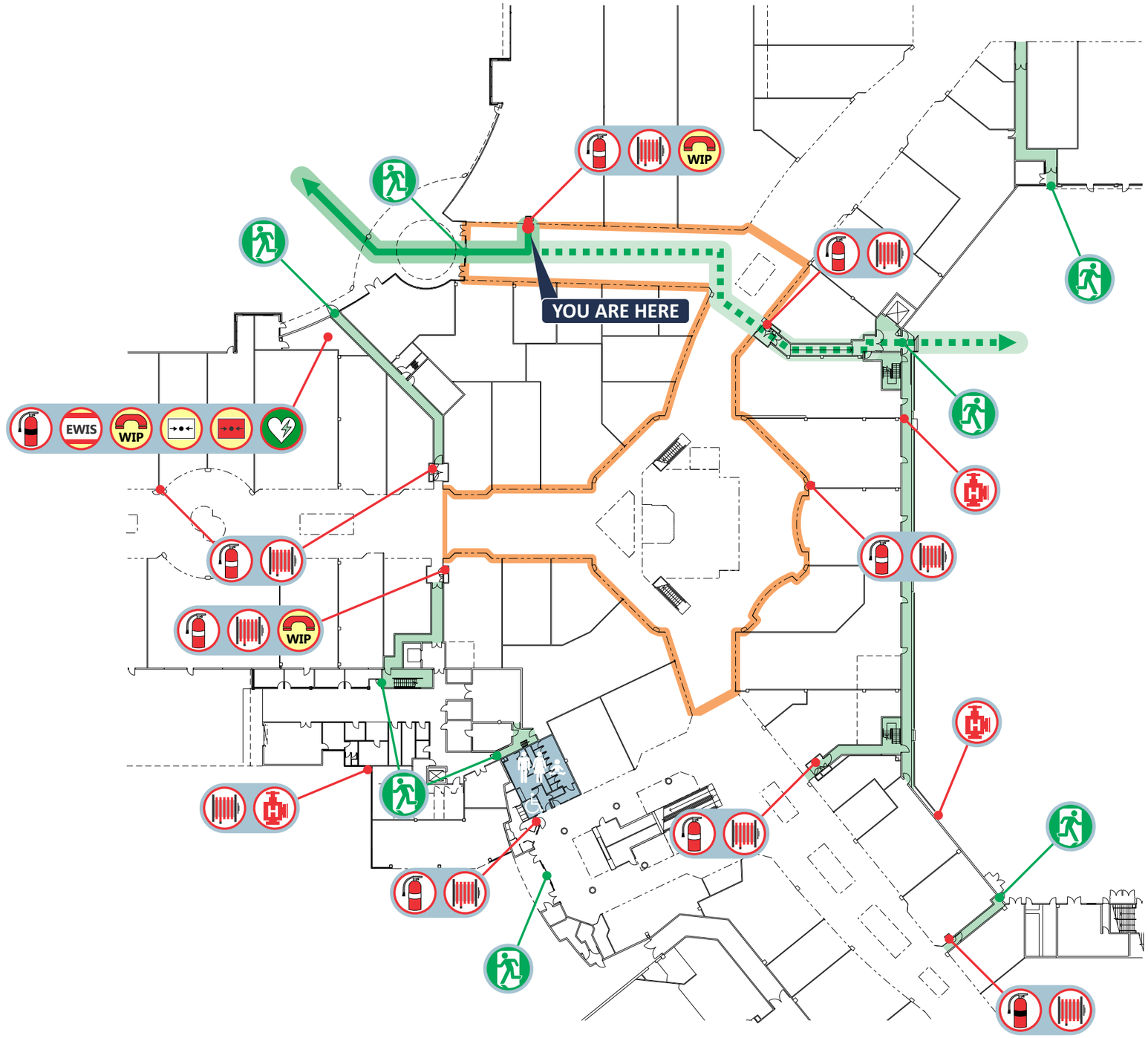
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- EWIS — Emergency Warning Intercom System
- WIP — Warden Intercom Point (Phone)
- Emergency Call Point (White)
- Manual Call Point (Red)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 5



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

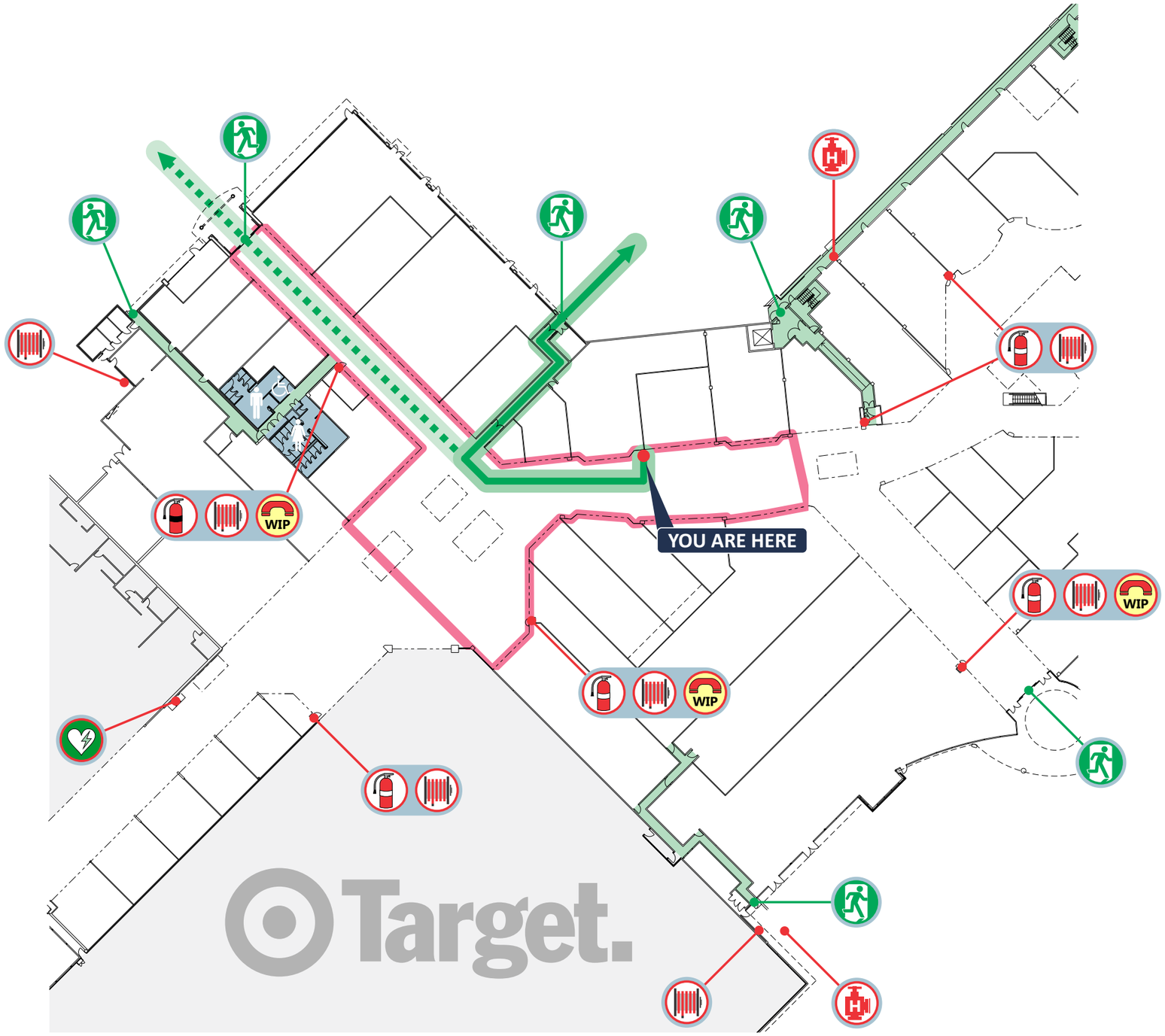
ON SOUNDING OF THE ALERT TONE:
"BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE:
"WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Warden Intercom Point (Phone)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

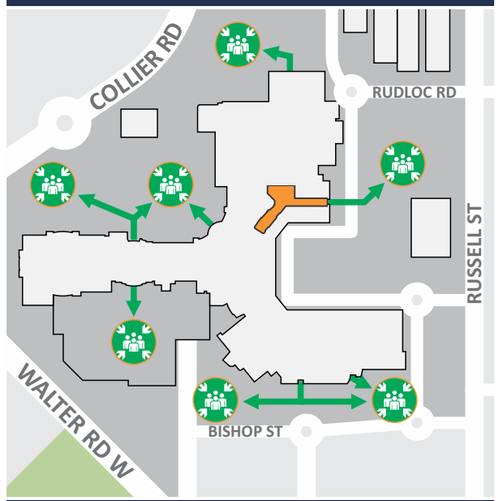
IN CASE OF FIRE

- R RESCUE
- P PULL
- A ALARM
- A AIM
- C CONTAIN
- S SQUEEZE
- E EVACUATE
- S SWEEP

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 5



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

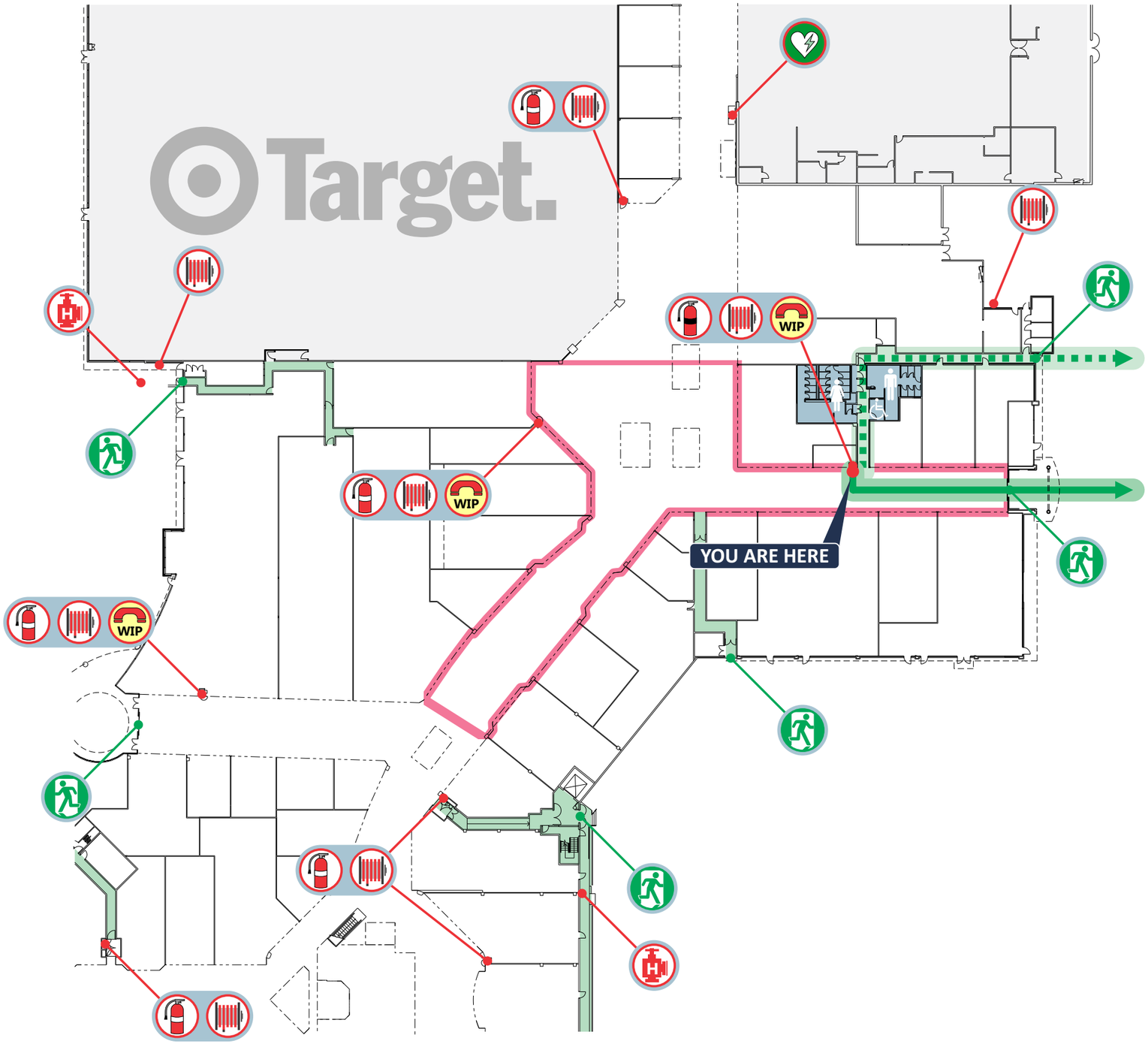
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Warden Intercom Point (Phone)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

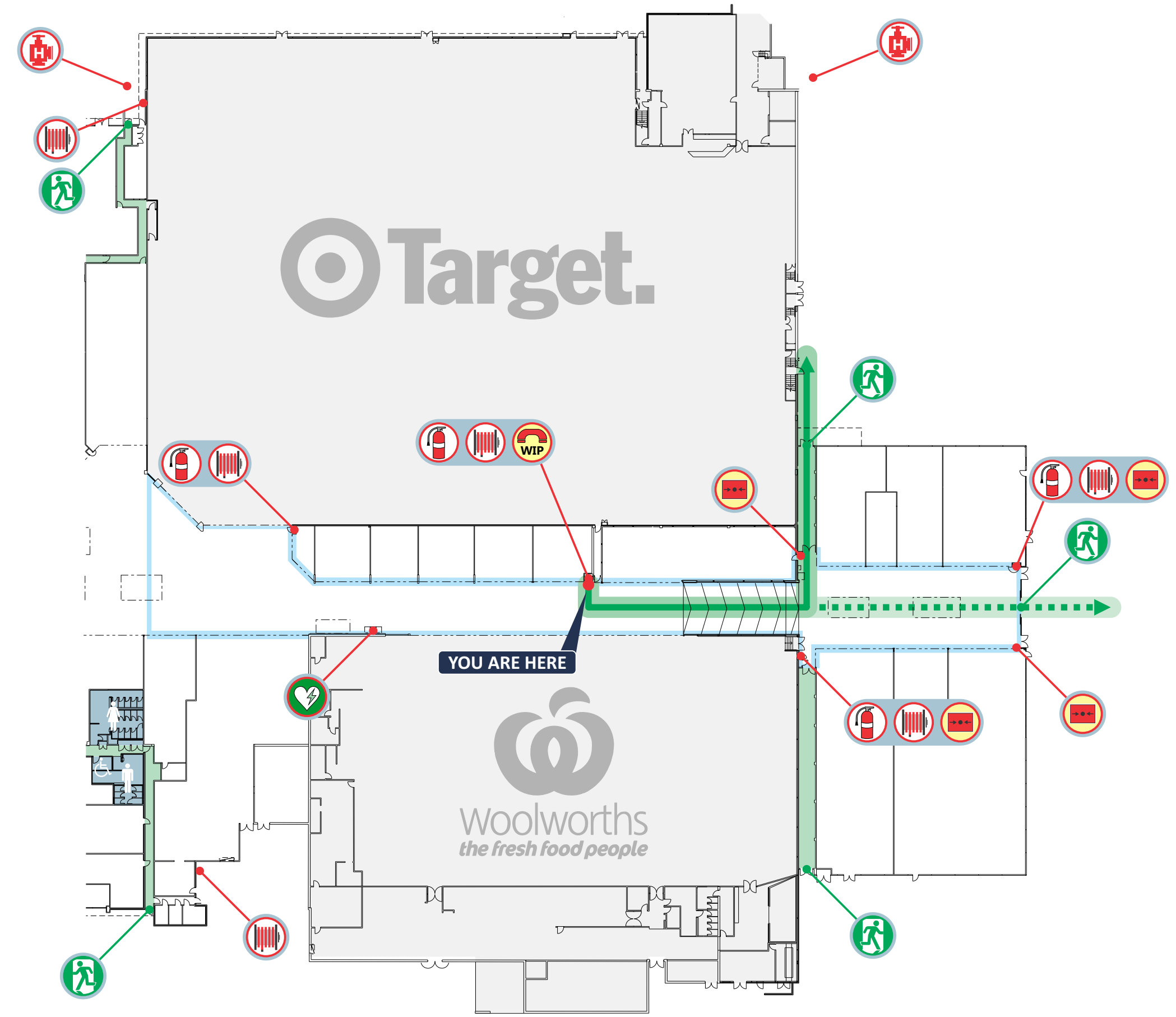
EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

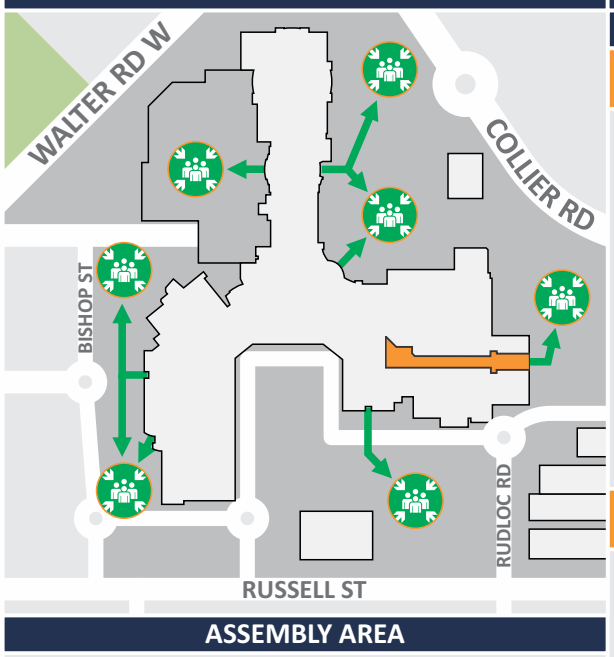
- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

EVACUATION DIAGRAM



GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

GROUND LEVEL
ZONE 6



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Manual Call Point (Red)
- Warden Intercom Point (Phone)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

IN CASE OF FIRE

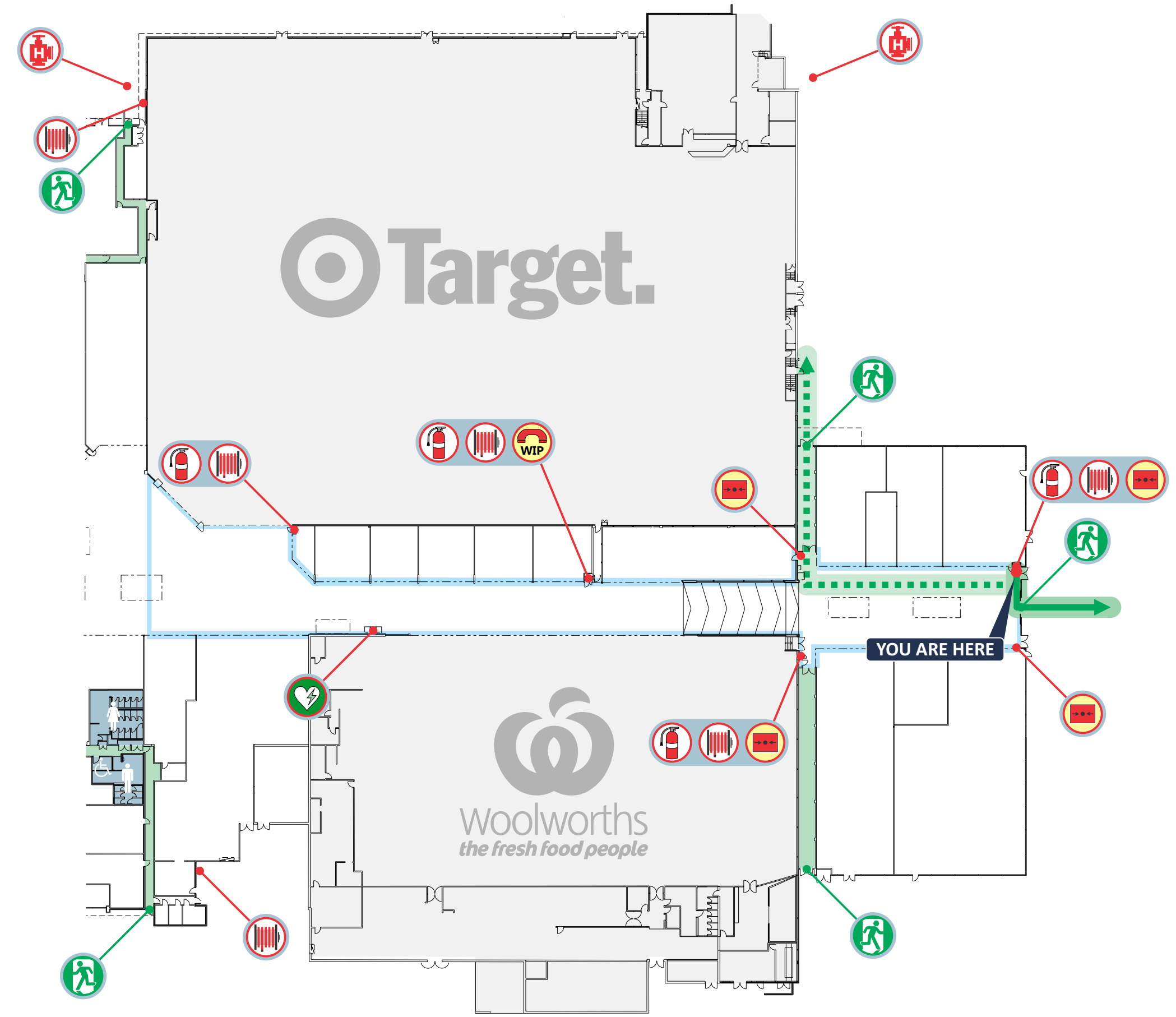
- R — RESCUE
- A — ALARM
- C — CONTAIN
- E — EVACUATE
- P — PULL
- A — AIM
- S — SQUEEZE
- S — SWEEP

EMERGENCY SERVICES

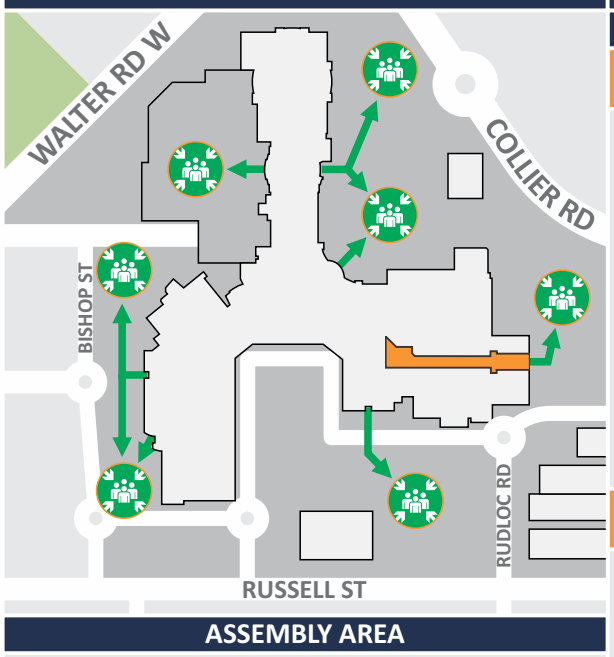
DIAL 000

prensa

EVACUATION DIAGRAM



GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062



ASSEMBLY AREA

CAR PARK

GROUND LEVEL
ZONE 6

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Manual Call Point (Red)
- Warden Intercom Point (Phone)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

IN CASE OF FIRE

R RESCUE	A ALARM	C CONTAIN	E EVACUATE
P PULL	A AIM	S SQUEEZE	S SWEEP

EMERGENCY SERVICES

DIAL 000

prensa

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 7



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

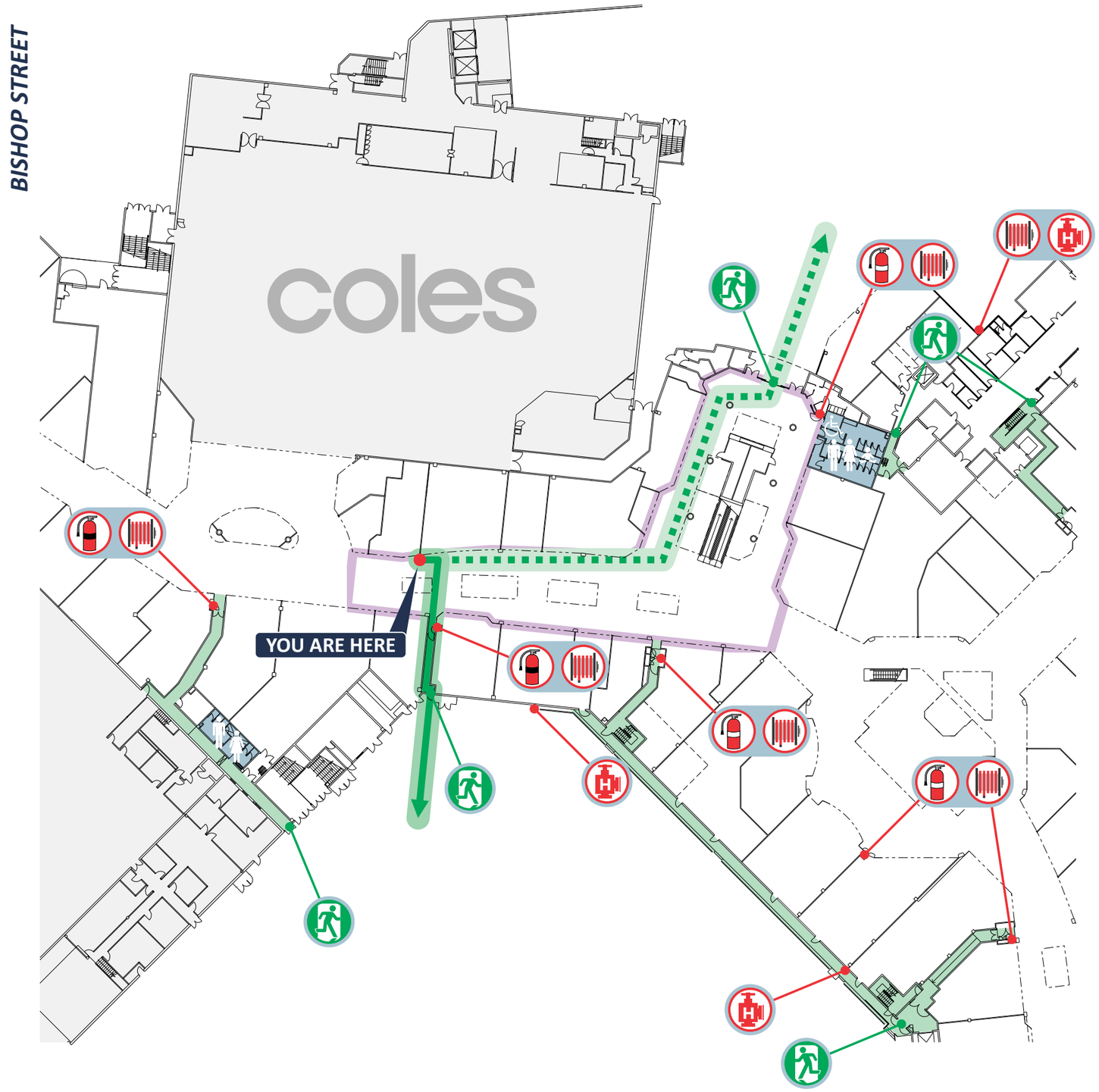
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

- R RESCUE
- P PULL
- A ALARM
- A AIM
- C CONTAIN
- S SQUEEZE
- E EVACUATE
- S SWEEP

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 7



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

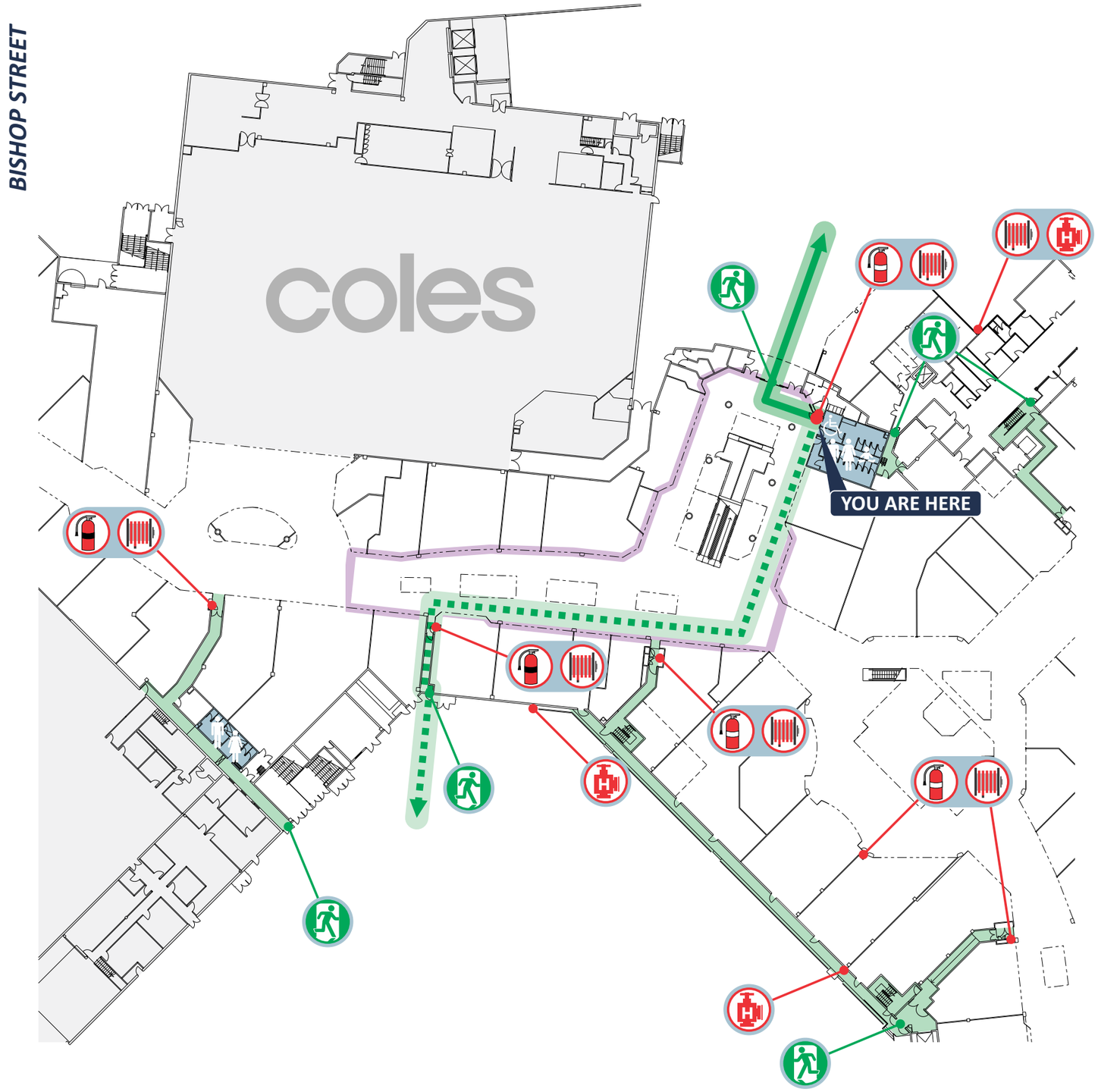
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

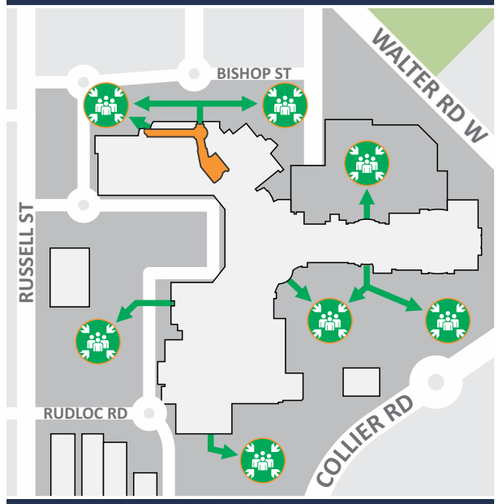
- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

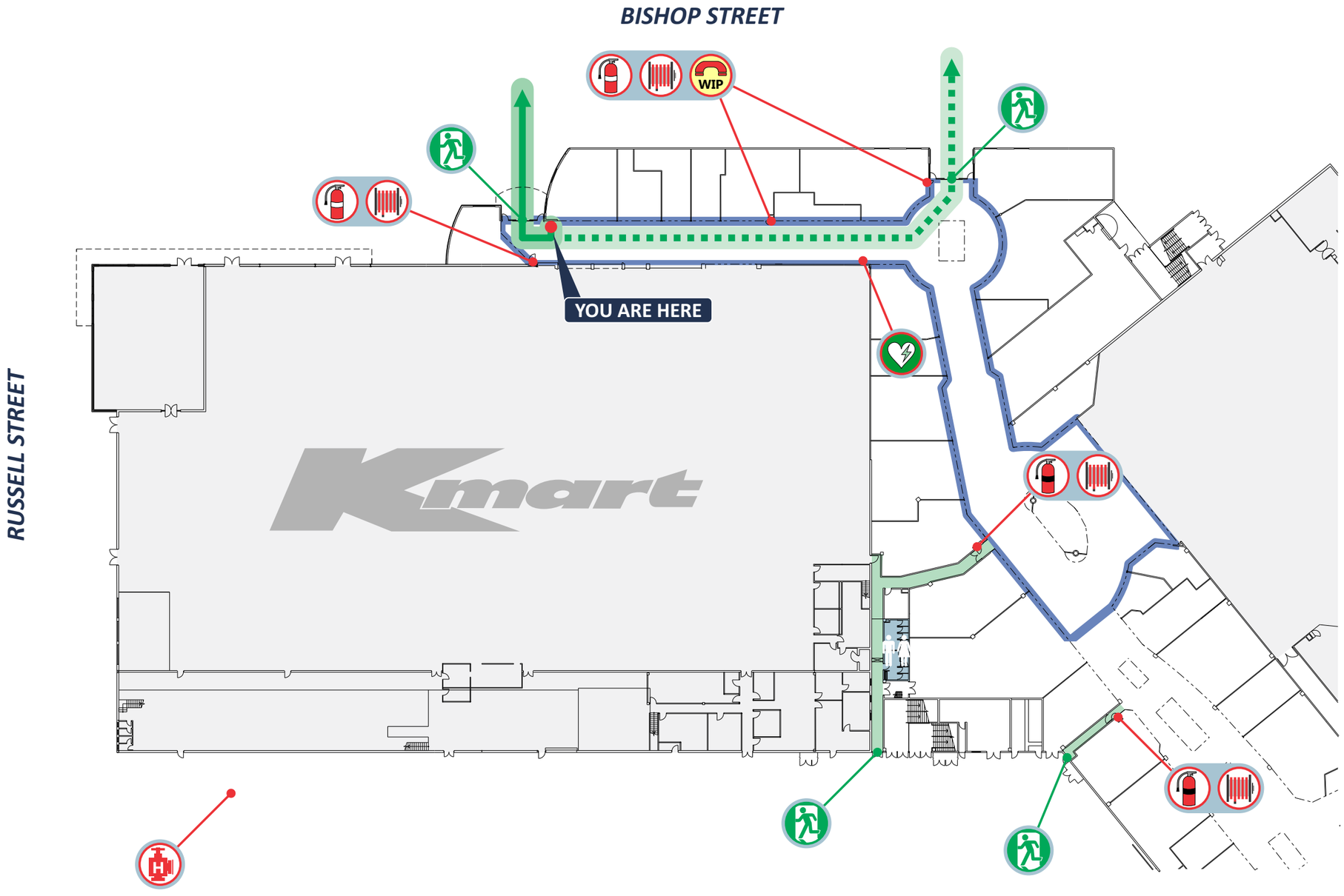
EVACUATION DIAGRAM

GROUND LEVEL
ZONE 8



ASSEMBLY AREA

CAR PARK



EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa

IN CASE OF FIRE

R RESCUE	A ALARM	C CONTAIN	E EVACUATE
P PULL	A AIM	S SQUEEZE	S SWEEP

EMERGENCY SERVICES

DIAL 000

LEGEND

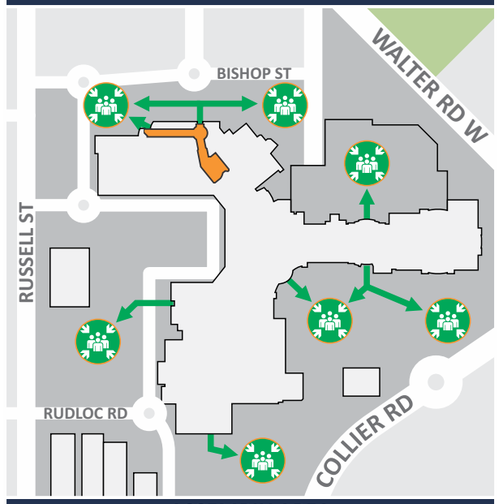
- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Warden Intercom Point (Phone)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

GROUND LEVEL
ZONE 8



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

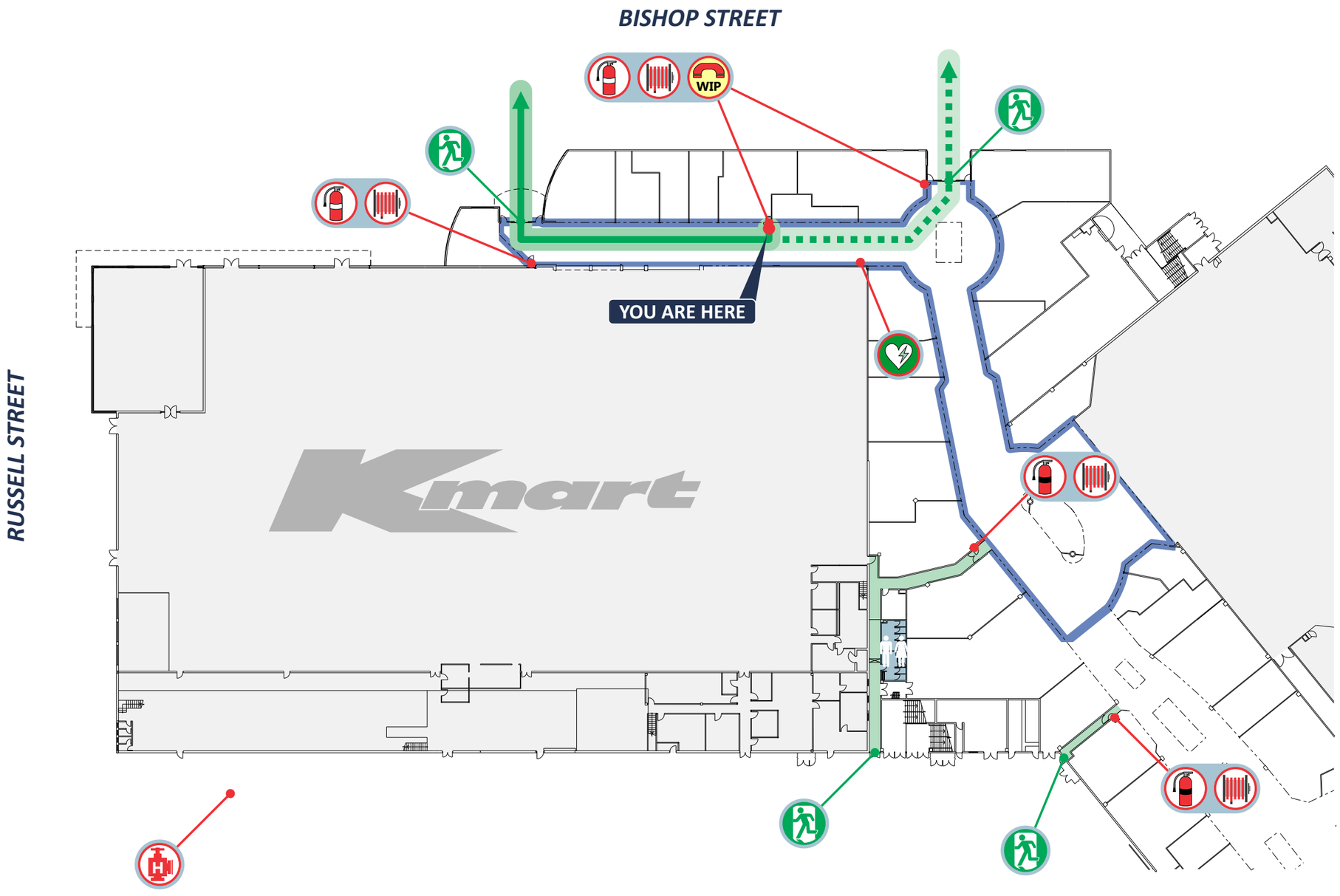
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



IN CASE OF FIRE

R	A	C	E
RESCUE	ALARM	CONTAIN	EVACUATE

P	A	S	S
PULL	AIM	SQUEEZE	SWEEP

EMERGENCY SERVICES

DIAL 000

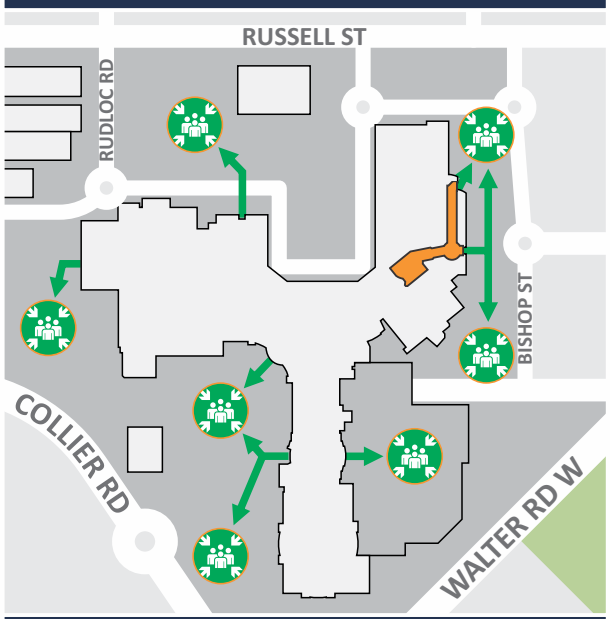
LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Warden Intercom Point (Phone)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EVACUATION DIAGRAM

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

GROUND LEVEL
ZONE 8



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

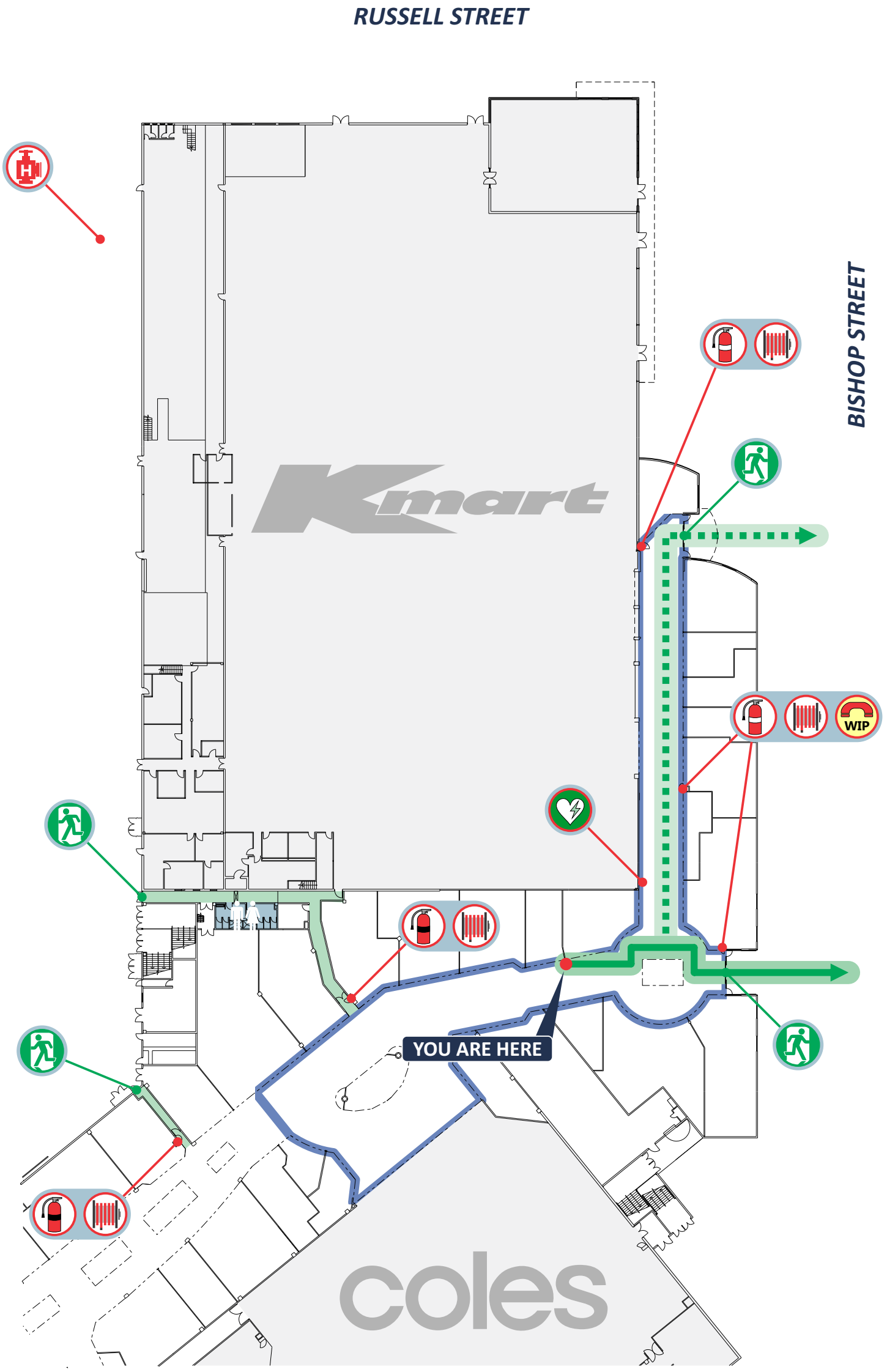
EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

R RESCUE	P PULL
A ALARM	A AIM
C CONTAIN	S SQUEEZE
E EVACUATE	S SWEEP

prensa



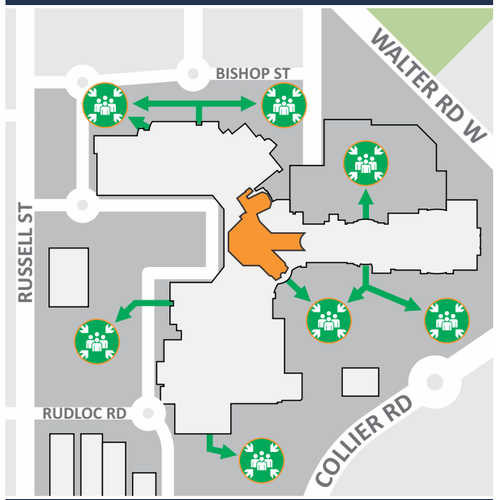
LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Hydrant
- Warden Intercom Point (Phone)
- Defibrillator
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

LEVEL 1
ZONE 1



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

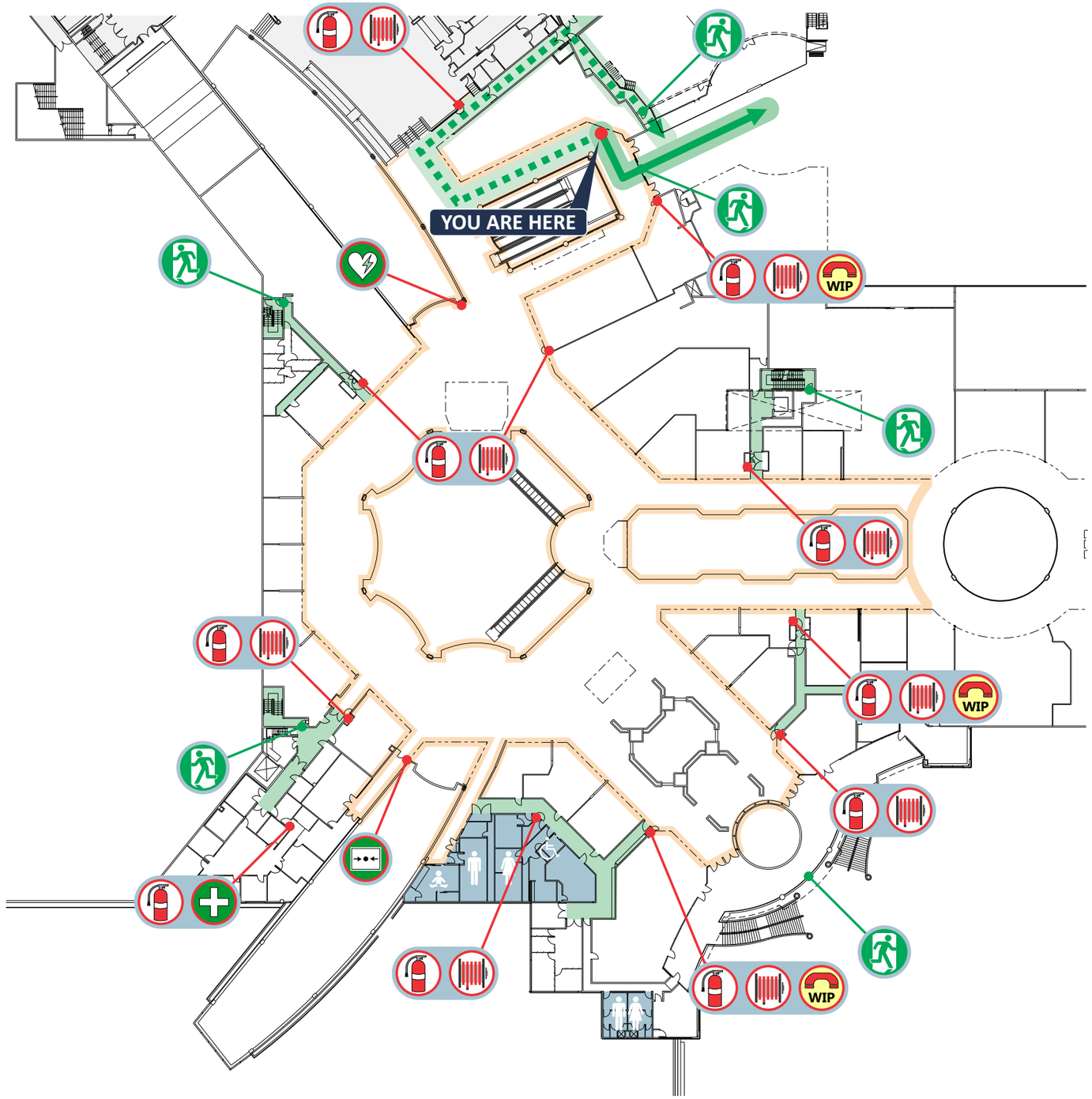
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- First Aid Kit
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

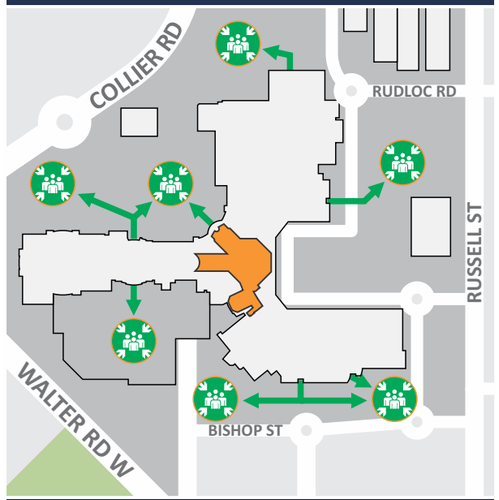
- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

LEVEL 1
ZONE 1



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

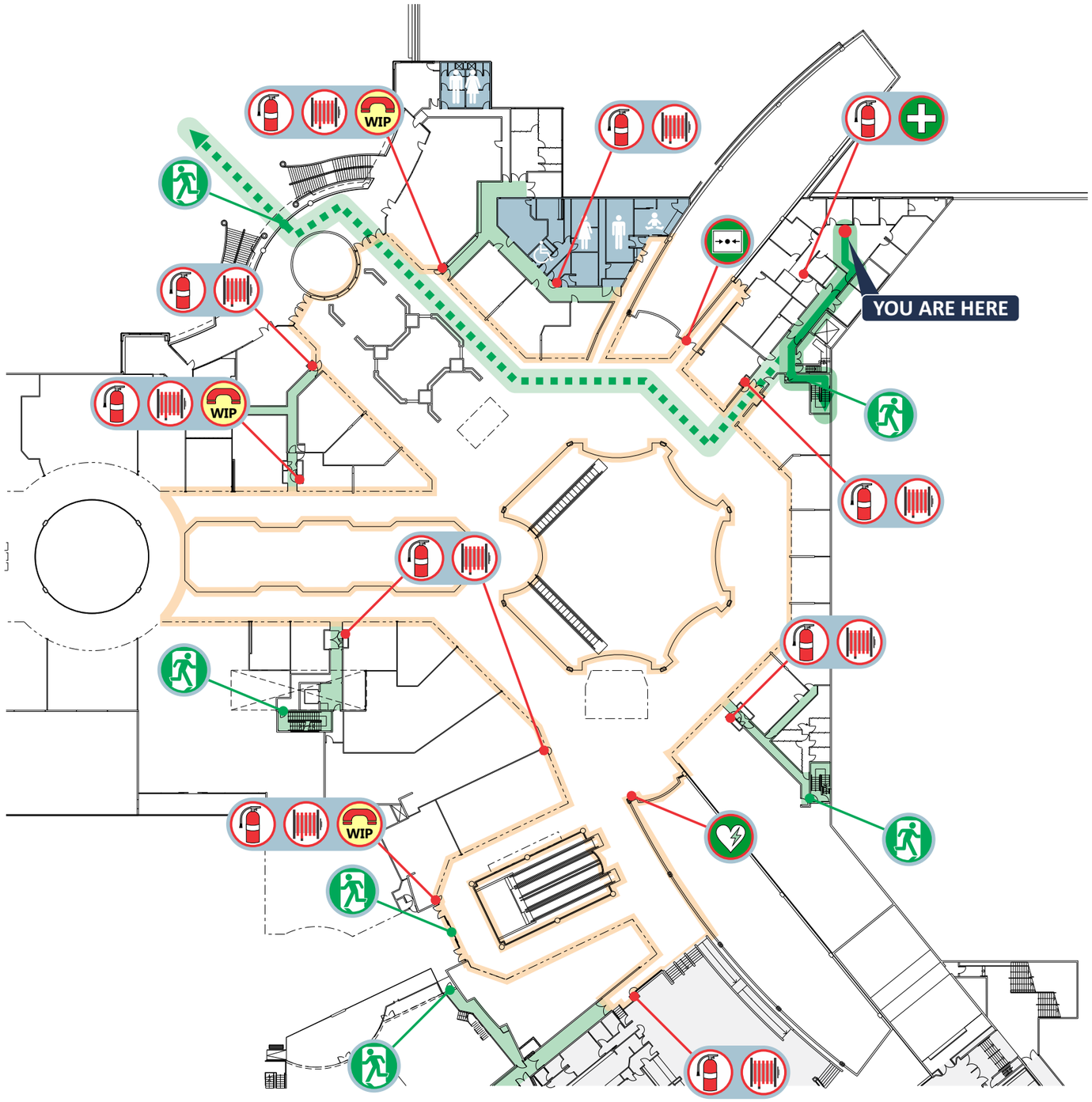
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- First Aid Kit
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

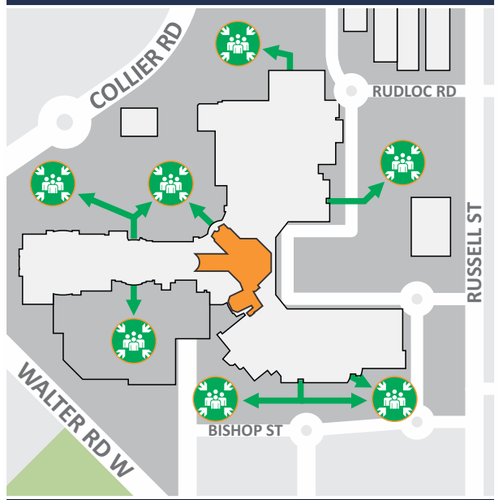
- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

LEVEL 1
ZONE 1



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

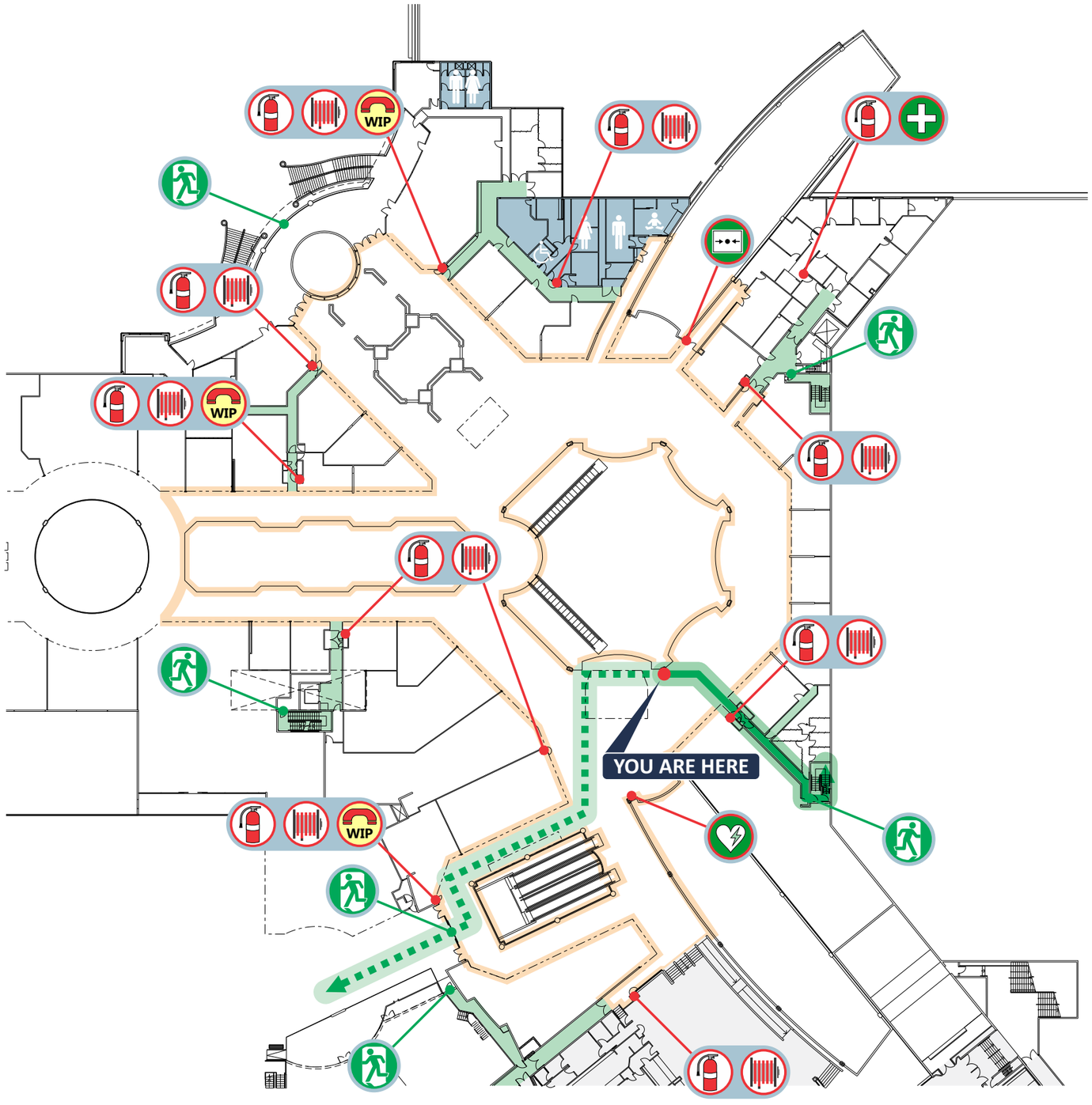
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- First Aid Kit
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

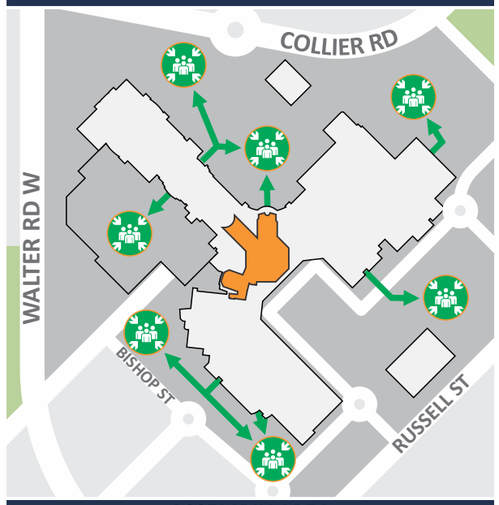
- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

LEVEL 1
ZONE 1



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

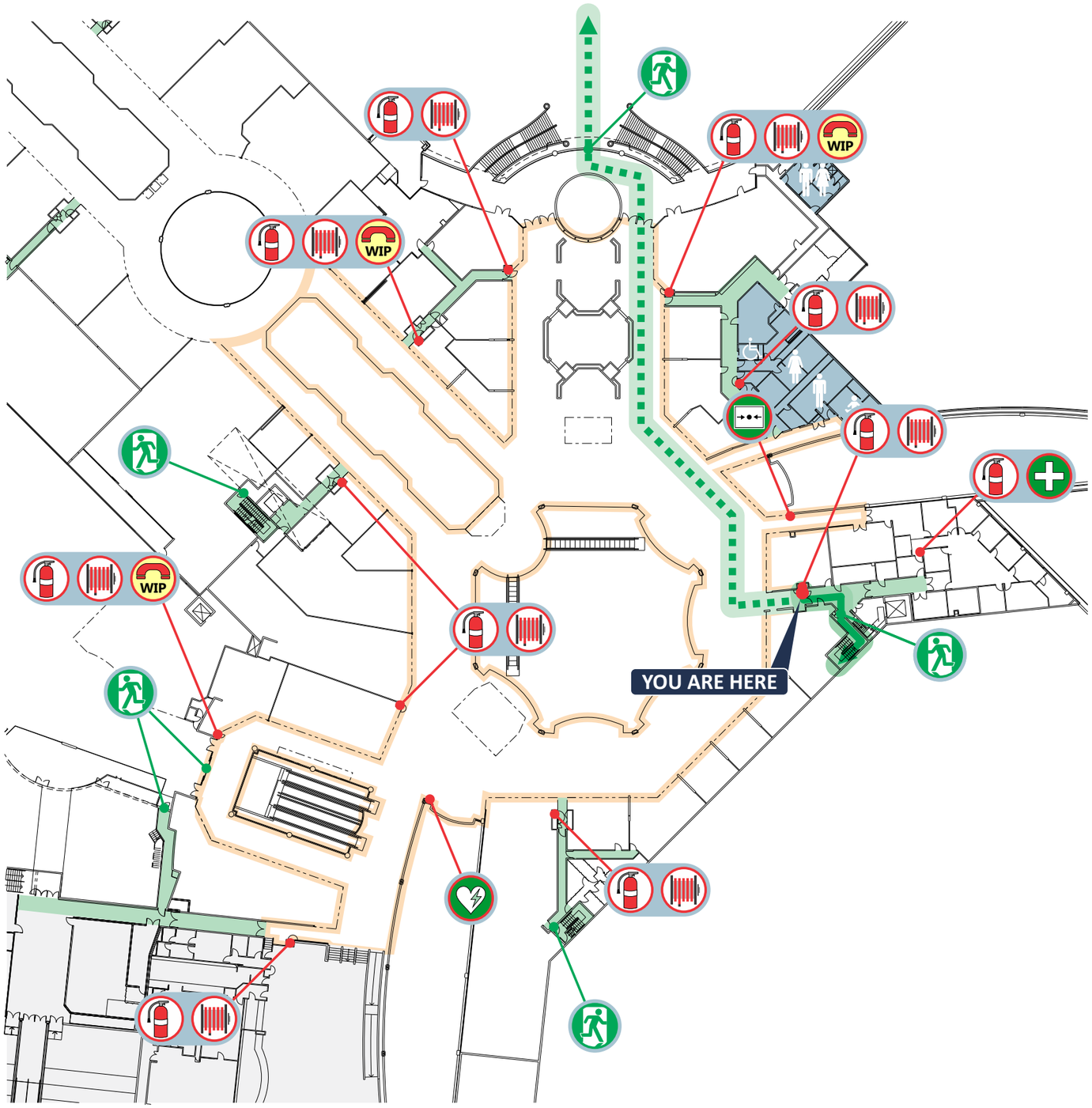
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- First Aid Kit
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

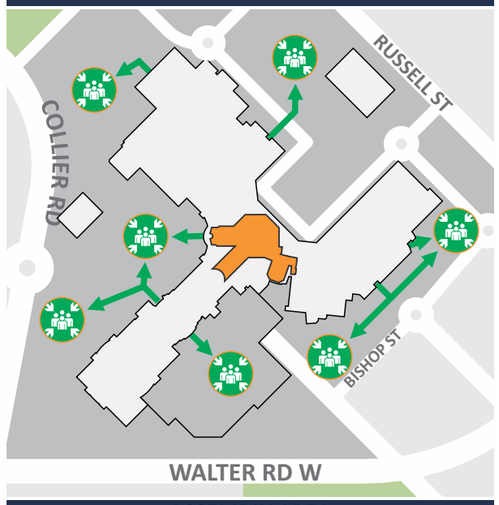
- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

LEVEL 1
ZONE 1



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

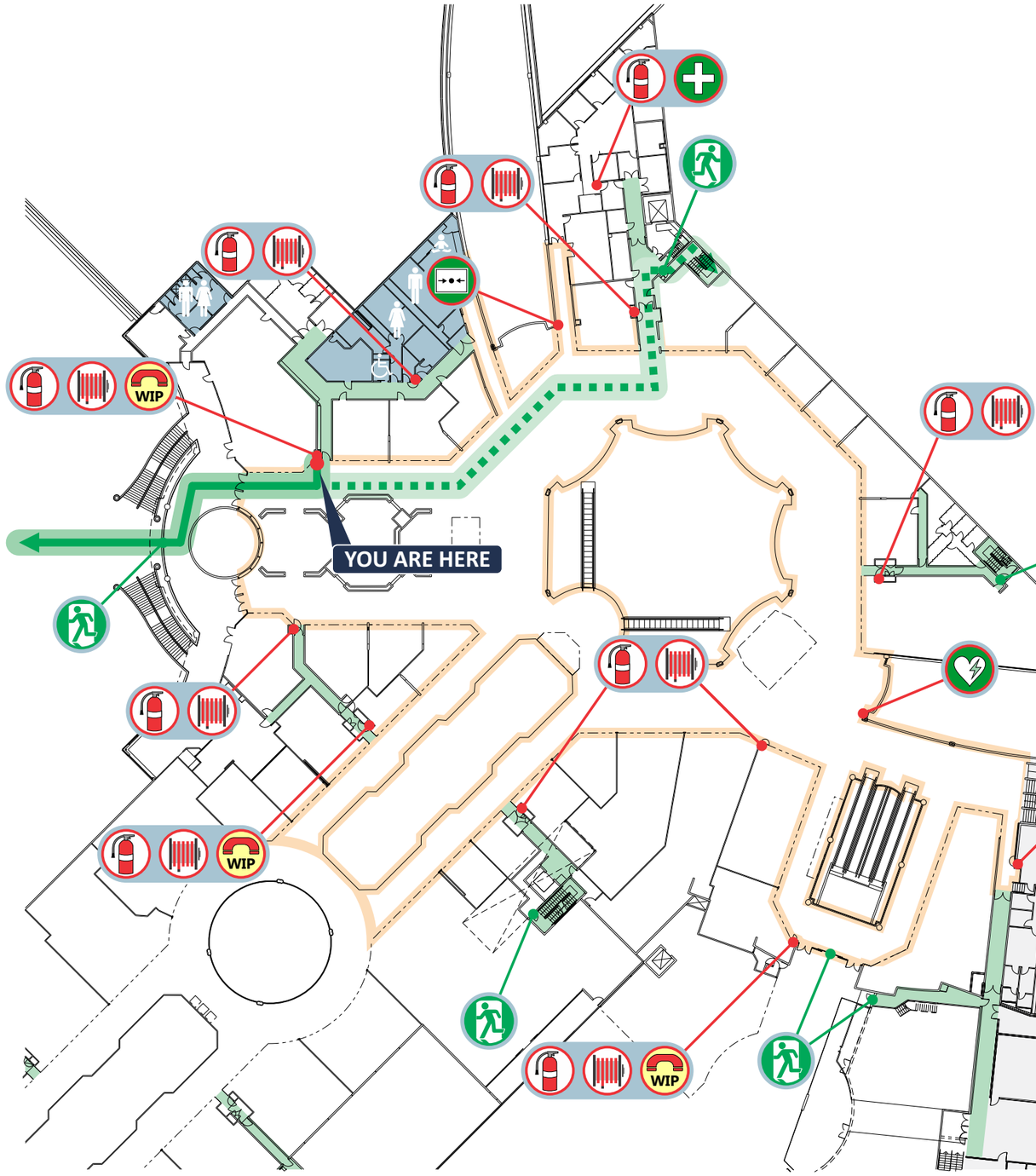
ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa



LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- First Aid Kit
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

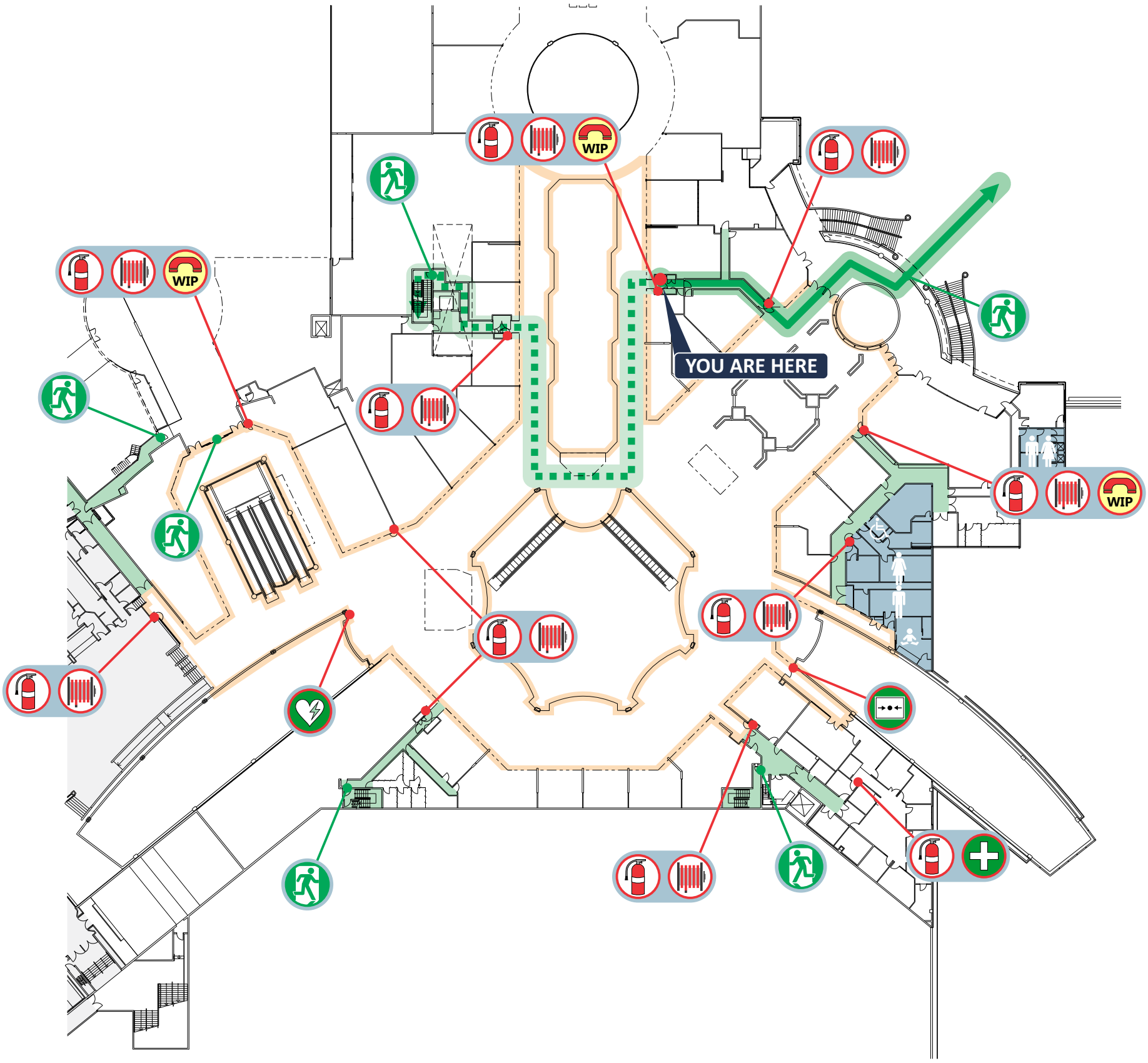
EMERGENCY SERVICES

DIAL 000

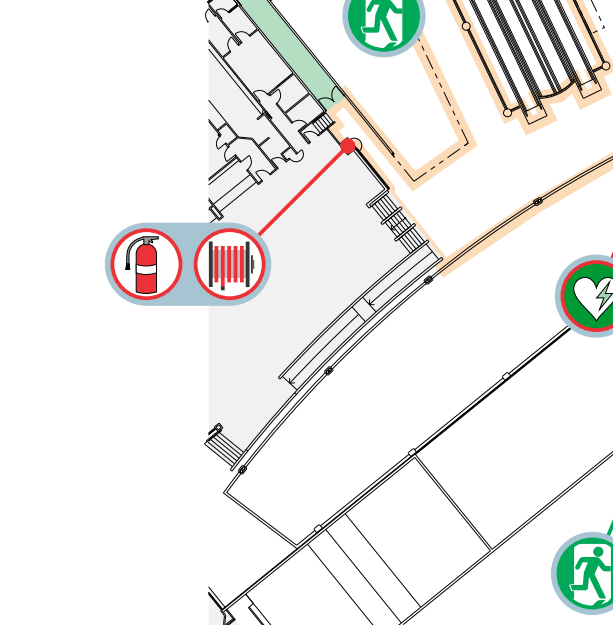
IN CASE OF FIRE

- R — RESCUE
- P — PULL
- A — ALARM
- A — AIM
- C — CONTAIN
- S — SQUEEZE
- E — EVACUATE
- S — SWEEP

EVACUATION DIAGRAM



GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062



ASSEMBLY AREA

CAR PARK

LEVEL 1
ZONE 1

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- First Aid Kit
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

IN CASE OF FIRE

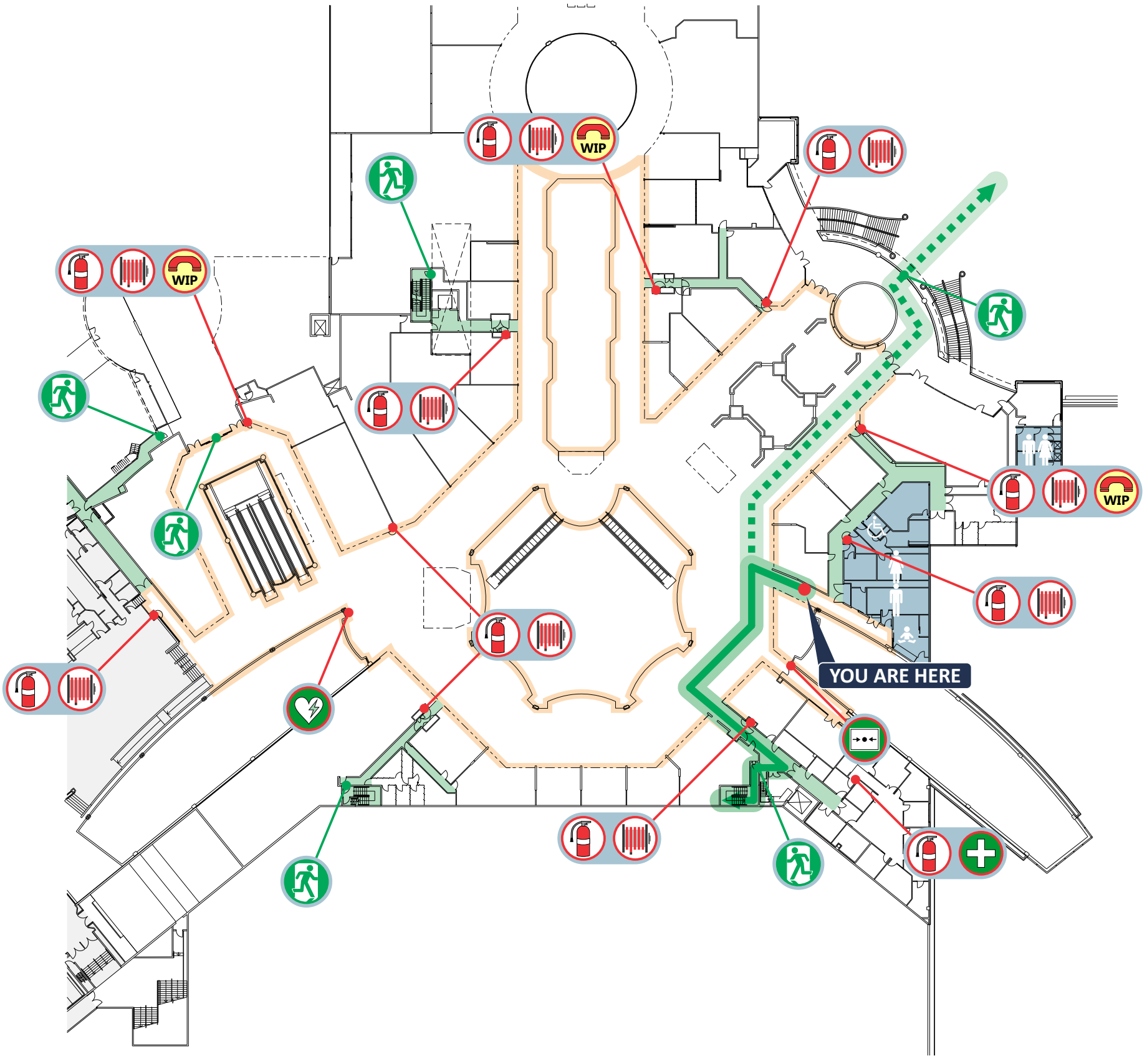
R RESCUE	A ALARM	C CONTAIN	E EVACUATE
P PULL	A AIM	S SQUEEZE	S SWEEP

EMERGENCY SERVICES

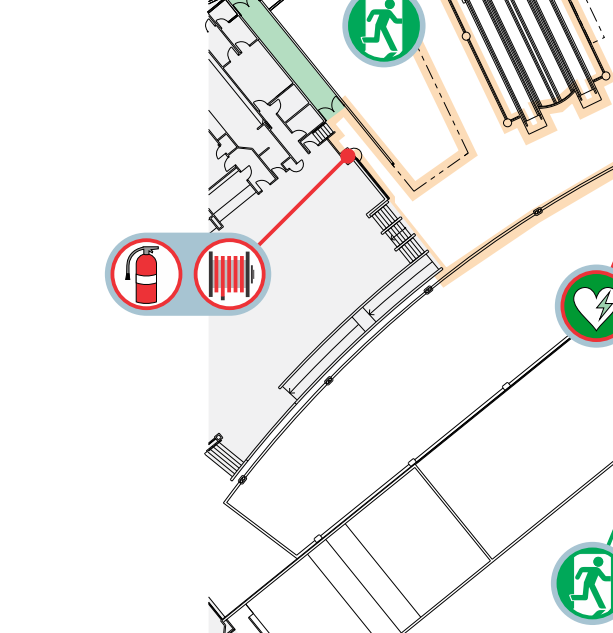
DIAL 000

prensa

EVACUATION DIAGRAM



GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062



ASSEMBLY AREA

CAR PARK

LEVEL 1
ZONE 1

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

LEGEND

- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- First Aid Kit
- Defibrillator
- Emergency Door Release (White)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

IN CASE OF FIRE

R RESCUE	A ALARM	C CONTAIN	E EVACUATE
P PULL	A AIM	S SQUEEZE	S SWEEP

EMERGENCY SERVICES

DIAL 000

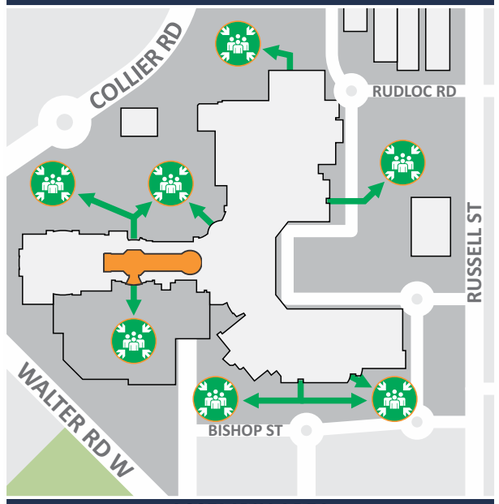
prensa

GALLERIA SHOPPING CENTRE

COLLIER RD &, WALTER RD W
MORLEY WA 6062

EVACUATION DIAGRAM

LEVEL 1
ZONE 2



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

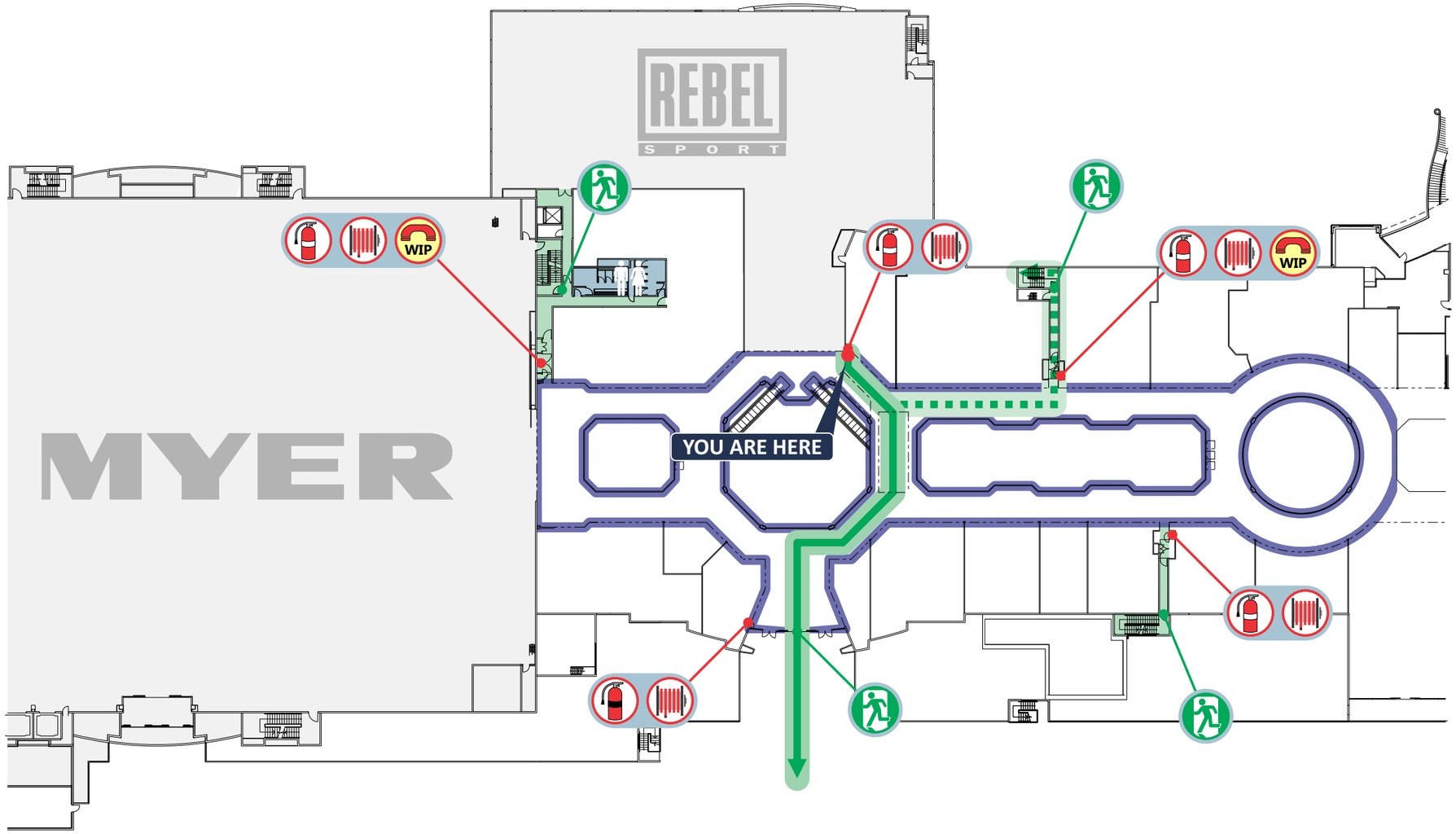
- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

prensa

COLLIER ROAD



WALTER ROAD W

IN CASE OF FIRE

R	A	C	E
RESCUE	ALARM	CONTAIN	EVACUATE

P	A	S	S
PULL	AIM	SQUEEZE	SWEEP

EMERGENCY SERVICES

DIAL 000

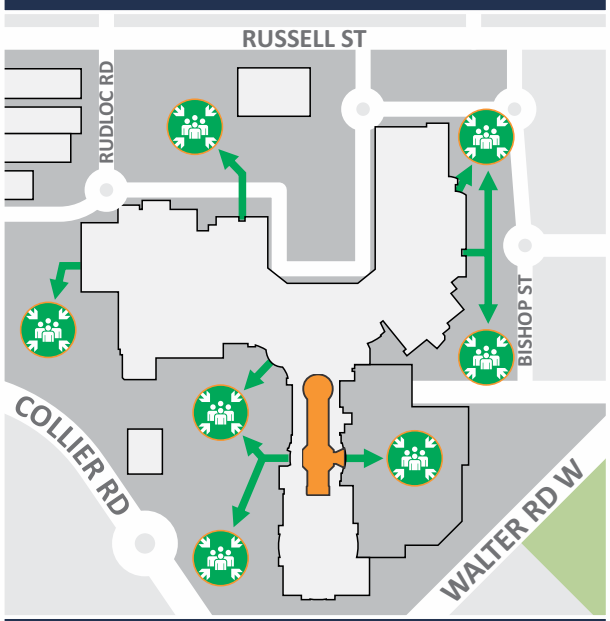
LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone) (WIP)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

EVACUATION DIAGRAM

GALLERIA SHOPPING CENTRE
COLLIER RD &, WALTER RD W
MORLEY WA 6062

LEVEL 1
ZONE 2



ASSEMBLY AREA

CAR PARK

EVACUATION PROCEDURES

ON SOUNDING OF THE ALERT TONE: "BEEP...BEEP"

- Be aware of a possible emergency situation occurring. Continually assess the situation & don't put yourself or others at risk.
- Prepare to evacuate, follow work shut-down procedures. Secure your area immediately.
- Wardens report to the Warden Intercom Point (WIP), check for signs of an incident and account for occupants with a disability.
- If smoke/fire/incident is discovered, commence evacuation and report this immediately to a Warden. Prevent others from entering the hazardous zone and alert surrounding people.
- If safe and trained to do so, attempt to extinguish the Fire/contain the emergency incident.

ON SOUNDING OF THE EVACUATION TONE: "WHOOP...WHOOP"

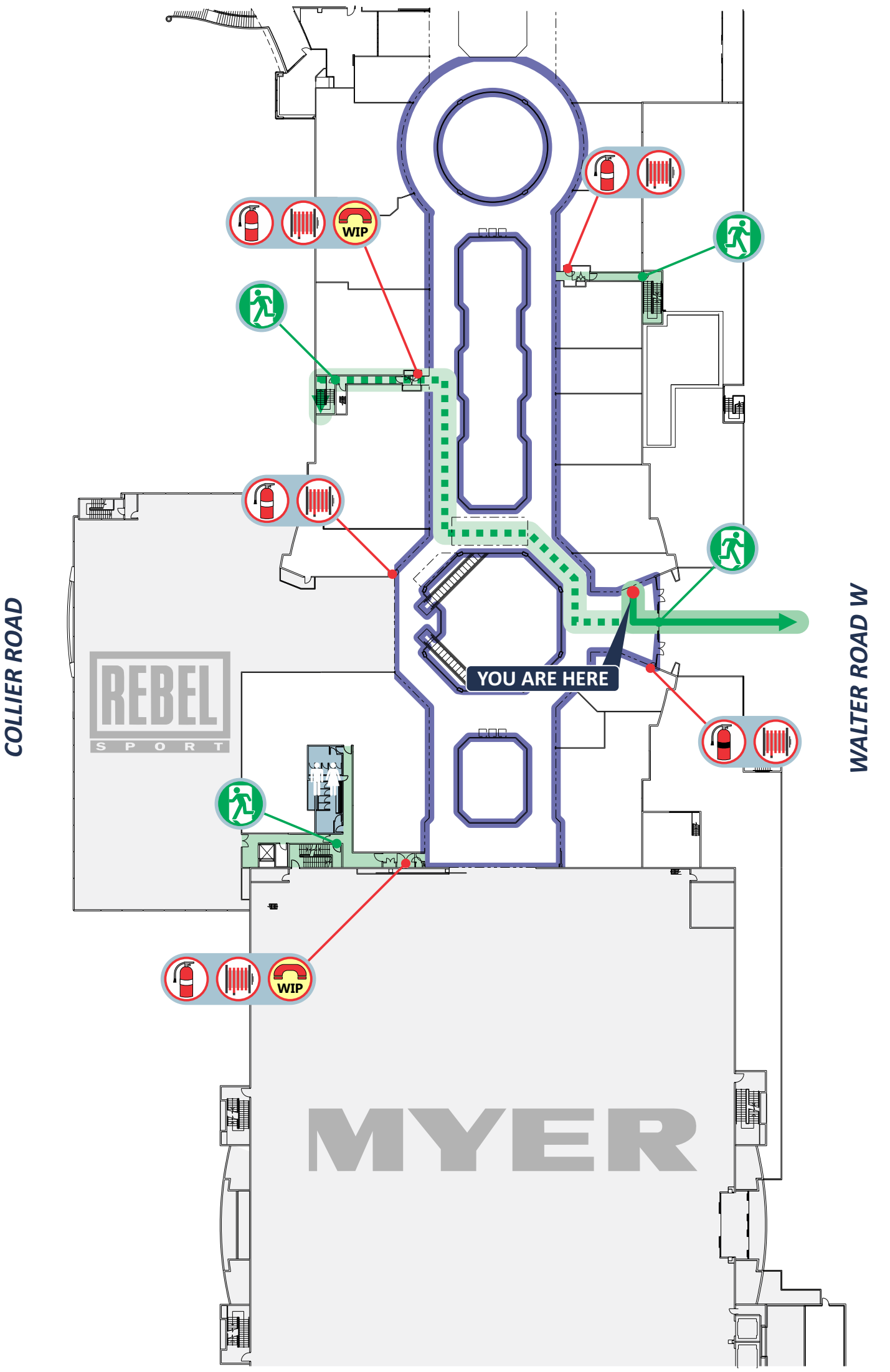
- Evacuate via the nearest safe exit and proceed to the ASSEMBLY AREA (refer to site plan).
- Wardens will conduct a sweep to ensure occupants are clear and report to the Chief Warden.
- When the area has been evacuated, all doors and windows should be closed to contain fire. Do not obstruct access to Exits.
- Wardens evacuate and remain with occupants at the ASSEMBLY AREA. Await further instructions from the responding Emergency Services.

EMERGENCY SERVICES

DIAL 000

IN CASE OF FIRE

R RESCUE	P PULL
A ALARM	A AIM
C CONTAIN	S SQUEEZE
E EVACUATE	S SWEEP



LEGEND

- Fire Extinguisher CO2
- Fire Extinguisher DCP
- Fire Hose Reel
- Warden Intercom Point (Phone)
- Exit
- Primary Evacuation Route
- Secondary Evacuation Route

prensa

Annexure 2: Vicinity Contractor Management Registration Form

Contractor Management Registration Form

Company Name :	
Company ABN :	
Primary Contact Name :	
Phone No. :	
Alternative Phone No. :	
Email Address :	
Site you wish to register at :	WA- Galleria

Vicinity Administrator Details

Operation Manager's Name:	Martin Smith
Operation Manager's Ph No:	0434 073 463
Name of person who completed this form:	

What to do Next

Step 1 - Complete this form, save, attach and email to the Rapid Global Client Services Team at: support@rapidglobal.com

This form will be processed within 1 business day.
A request to register email will be sent to the email address you have provided.

Step 2 - Supplier/Contractor to complete the online registration process by clicking on the link provided in the email.

Step 3 - Once your company has been deemed compliant, you are to purchase and issue passwords for your contractors.

The cost per password is $30.00+gst for each contractor and includes the WHS General Induction and unlimited site inductions. These inductions are valid for 2 years and all contractors must successfully complete these prior to commencing work.

Version 1.0, Sept 2016

Annexure 3: After Hours Access Form and Service Request Form

After Hours Access Form HS-FR-19-04

This application must be submitted to Centre Management at a minimum of 48 hours prior to access requirements.

Section A – To be completed by the applicant			
Details			
Applicant's Name:		Applicant's Phone No.:	
Centre Name/Location:			
Contact's Name:		Contact's Phone No.:	
Reason for Access s:			

Access Details			
Date of Entry:		Time of Entry:	
Date of Exit:		Time of Exit:	
Name of Person Requiring Access:			
Name of Person Requiring Access:			
Name of Person Requiring Access:			

Specific Access Requirements			
Centre entrances to remain open?	☐ Yes	☐ No	Insert Times:
Lighting to be left on?	☐ Yes	☐ No	Insert Times:
Fire services isolation required?	☐ Yes	☐ No	Insert Times:
Keys/swipe card required?	☐ Yes	☐ No	Insert Times:
Security required?	☐ Yes	☐ No	Insert Times:
Cleaning required?	☐ Yes	☐ No	Insert Times:
Other? Insert details			

Please Note: *Charges may apply for extended trade, late entry/exit, cleaning, smoke detector isolation and security services. Confirm if charges may be levied prior to commencing works. The applicant will incur additional charges if security is required to remain at an entrance for an extended period.*

Section B – Centre Management Review and Approval			
Vicinity Centres Representative Name:		Date:	
Signature:			

Galleria security – 0402 211 697
galleria@mcssecurity.com.au

After Hours Booking Form for Galleria Shopping Centre

A MINIMUM OF 24 HOURS NOTICE IS REQUIRED TO BOOK SECURITY.
A MINIMUM OF FOUR HOURS WILL BE CHARGED FOR ALL AFTER-HOURS SECURITY. THEREAFTER 30 MINUTE INTERVALS WILL APPLY.

IF CLIENT IS NOT IN ATTENDANCE WITHIN 30 MINUTES OF BOOKED STARTING TIME, AND NOT ADVISED MCS, MCS RESERVES THE RIGHT TO LEAVE SITE

SERVICE IS PROVIDED SUBJECT TO THE ATTACHED TERMS AND CONDITIONS

AFTER HOURS IS REQUESTED FOR:

TENANCY/COMPANY NAME: ……

DAY/DATE NEEDED: ……

TIME FROM/TO (24hr clock): **FROM**……

TO……

CMO APPROVED: **CMO NAME**……

CMO APPROVED: **CMO SIGNATURE**……

PURPOSE: ……

No. OF GUARDS REQUIRED: ……

SPECIAL INSTRUCTIONS / NOTES ……

……

Hot Work Permit Required? YES ☐ / NO ☐ **Smoke Alarm to be Isolated?** YES ☐ / NO ☐

Mall Work Permit Required? YES ☐ / NO ☐ **Site induction?** YES ☐ / NO ☐

CREDITCARD PREPAYMENT REQUIRED AND OBTAINED (Y/N)?	
OR, INVOICE TO:	
INVOICE ADDRESS:	
CLIENT AUTHORISATION (NAME AND SIGNATURE)	
CLIENT CONTACT NUMBER, INCL AFTER HOURS MOBILE	
CLIENT ORDER NO	
CLIENT PERSON REQUESTING	

OFFICE USE:

TIME BOOKED	
TIME WORKED BY OFFICER	
NAME OF ATTENDING OFFICER(S)	

Sign off by Client at Completion

(must be signed off by client for payment)

X_____

- MCS Security shall not be liable for or in respect of loss, damage, consequential damage, costs and expenses which arises a result of any breach of any provision of the Client's tenancy or other obligations with the Centre or any negligent act or omission of the Client's or its employees, professional consultants or agents.
- MCS Security's total liability and that of its directors, employees and agents, to the Client for all Claims, including interest on any Claim is limited in the aggregate to the Liability Limit (means the total of the amount payable to MCS Security for the Services)

Annexure 4: Confined Space Entry Permit

Confined Space Entry Permit HS-FR-10-03

Centre/Location:		Date:	
Company Name:			
Permit Receiver:		Contact Phone:	
Description of Work:			
Location of Work/Confined Space Reference:			
Permit Issuer Name:		Vicinity Centres Position:	

Mandatory Requirements	
Confined space register reviewed	☐ Yes
Appropriate SWMS or risk assessment in place	☐ Yes
Personnel hold appropriate confined space competencies including Stand-by Person(s)	☐ Yes
Emergency procedures have been developed and are understood by relevant persons	☐ Yes
Emergency procedures have been tested/rehearsed	☐ Yes
Confined space signage to be always erected while the confined space is accessible	☐ Yes
Appropriate first aid kit readily available	☐ Yes

Isolation Required			Location/Method
Water/Gas/Steam/Chemicals	☐ Yes	☐ No	
Mechanical/electrical drives	☐ Yes	☐ No	
Automatic fire systems	☐ Yes	☐ No	
Hydraulic/electric/gas/power	☐ Yes	☐ No	
Sludge/deposits/wastes	☐ Yes	☐ No	
Locks and/or tags have been fixed to isolation points	☐ Yes	☐ No	
Other **(specify):**	☐ Yes	☐ No	

Atmosphere

Atmosphere of the confined space has been tested and confirmed to be satisfactory ☐ Yes ☐ No

Atmospheric Test Results:

Oxygen: % Flammable airborne contaminants: %LEL

Other gases: ppm (less than ppm)

ppm (less than ppm)

Other airborne contaminants:

Continuous monitoring of the atmosphere required ☐ Yes ☐ No

Ventilation or purging required? ☐ Yes ☐ No

Personal Protective Equipment

Respiratory protection	☐ Yes	☐ No	Supplied-air respirator	☐ Yes	☐ No
Emergency response respiratory protection	☐ Yes	☐ No	Harness/lifeline	☐ Yes	☐ No
Eye protection	☐ Yes	☐ No	Hand protection	☐ Yes	☐ No
Safety boots	☐ Yes	☐ No	Protective clothing	☐ Yes	☐ No
Hard hat	☐ Yes	☐ No	Hearing protection	☐ Yes	☐ No
Personal atmospheric monitoring equipment	☐ Yes	☐ No	Other **(specify):**		

Other Precautions

Warning notices/barricades	☐ Yes	☐ No	Smoking prohibited	☐ Yes	☐ No
Eye wash facilities	☐ Yes	☐ No	Safety Data Sheets available	☐ Yes	☐ No
Intrinsically safe equipment	☐ Yes	☐ No			

Other **(specify):**

Additional Permits Required

Hot Work	☐ Yes	Fire System Impairment	☐ Yes
Excavations and Penetrations	☐ Yes	Work at Height and BMU	☐ Yes
Critical Lifts	☐ Yes	Roof Access	☐ Yes

Stand-by Persons

Number of Stand-By Persons required **(specify):**

Names of Stand-by Persons:

Method of continuous communication **(specify):**

Permit Approval

Copy of SWMS or risk assessment attached? ☐ Yes

This permit is valid from: Start Date: _____ Time: _____

Expiry Date: _____ Time: _____

I understand the permit requirements and the controls specified will be implemented and monitored for effectiveness throughout the works:

Permit Receiver: _____ Signature: _____

Permit Issuer: _____ Signature: _____

Persons Required to Enter the Confined Space

I am suitably competent and have been advised of and understand the risk control measures and precautions to be observed during entry and completion of tasks in the confined space. I have read and understand the risk assessment, including risk controls, relating to the confined space entry.

Entry			Exit		
Name	**Date**	**Time**	**Name**	**Date**	**Time**

Permit Close Out

I have checked the worksite and confirm that all persons and tools are accounted for and that the site has been made safe:

Date: _____ Time: _____

Permit Receiver: _____ Signature: _____

Permit Issuer: _____ Signature: _____

Annexure 5: Hot Works Permit

Hot Work Permit HS-FR-10-04

Centre/Location:		Date:	
Company Name:			
Permit Receiver:		Contact Phone:	
Description of Work:			
Equipment to be used (e.g. grinder, oxy cutter, welder):			
Location of Work			
Permit Issuer Name:		Vicinity Centres Position:	

Permit Requirements		
Appropriate SWMS or risk assessment in place	☐ Yes	
Work area and any adjoining areas to be patrolled from the start of work until a minimum of 60 minutes after the work is completed (including break periods)	☐ Yes	
Smoke/fire detection equipment must be isolated in the works area	☐ Yes	☐ N/A
Fire sprinklers and/or thermal detectors confirmed as operational	☐ Yes	☐ N/A
Barricades, warning signs and spark/flash screens in place	☐ Yes	
Work area, trenches, pits etc. cleared of flammable liquids, gases or vapours	☐ Yes	☐ N/A
Penetrations within 15 metres are covered to prevent transmission of sparks	☐ Yes	☐ N/A
Combustibles located within 15 metres are removed or protected with non-combustible curtains, metal guards or flame proof covers	☐ Yes	☐ N/A
Barricades/signs in place to control access to mobile plant e.g. EWPs	☐ Yes	☐ N/A
Appropriately serviced/maintained fire blanket and fire extinguisher readily available	☐ Yes	
Other **(specify)**:	☐ Yes	☐ N/A

Additional Permits Required	Applicable ☐ Yes ☐ N/A		
Work at Height and BMU	☐ Yes	Fire System Impairment	☐ Yes
Critical Lifts	☐ Yes	Confined Space Entry	☐ Yes
Excavations and Penetrations	☐ Yes	Roof Access	☐ Yes

* User must **'Complete the page 2 of this permit'**

Permit Approval

Copy of SWMS or risk assessment attached or saved on file? ☐ Yes

This permit is valid from:	Start Date:		Time:	
	Expiry Date:		Time:	

I understand the permit requirements and the controls specified will be implemented and monitored for effectiveness throughout the works:

Permit Receiver:		Signature:	
Permit Issuer:		Signature:	

Permit Close Out

I have checked the worksite and confirm that the 60 minute fire watch has been completed and that the site has been made safe:

Date:		Time:	
Permit Receiver:		Signature:	
Permit Issuer:		Signature:	

Annexure 6: Penetrations & Excavations Permit

Penetrations and Excavations Permit HS-FR-10-05

Centre/Location:		Date:	
Company Name:			
Permit Receiver:		Contact Phone:	
Description of Work:			
Location of Work			
Permit Issuer Name:		Vicinity Centres Position:	

General Requirements			
Appropriate SWMS or risk assessment in place	☐ Yes		
Work area is adequately barricaded to control access & egress	☐ Yes		
Demonstrated appropriate competency for operation of plant or equipment	☐ Yes		
Adequate ventilation (natural or mechanical) is provided to work area	☐ Yes		
Adequate lighting (natural or artificial) is provided at the work area	☐ Yes		
The hazardous materials register has been reviewed & appropriate controls implemented	☐ Yes	☐ N/A	

Identification of Services			
Civil or Geotechnical Engineer's report undertaken/referenced	☐ Yes	☐ N/A	
Information sourced from authority (e.g. Dial Before You Dig)	☐ Yes	☐ N/A	
Existing services maps/plans reviewed	☐ Yes	☐ N/A	
Underground service location detection undertaken	☐ Yes	☐ N/A	
Services & stressing cables have been located, marked & isolated or rendered harmless	☐ Yes	☐ N/A	
Other **(specify)**:	☐ Yes	☐ N/A	

Excavations	Applicable	☐ Yes	☐ N/A
Excavations greater than 1.5m deep have been notified to WorkSafe (Victoria only)	☐ Yes	☐ N/A	
Structural engineers certificate obtained/provided	☐ Yes	☐ N/A	
Excavations will be adequately shored/battered/benched to prevent ground collapse	☐ Yes	☐ N/A	
Site is adequately secured (e.g. fencing, hoarding) to control access & egress	☐ Yes		
Safe access/egress in & out of the excavation is provided (e.g. ladder)	☐ Yes	☐ N/A	

Excavations continued…	Applicable	☐ Yes	☐ N/A
An appropriate emergency response plan has been established		☐ Yes	☐ N/A
The risk of atmospheric contamination has been identified & controls implemented		☐ Yes	☐ N/A
Spotter in place		☐ Yes	
All fill/soil/waste to be removed from site by contractor		☐ Yes	☐ N/A
Other **(specify)**:		☐ Yes	☐ N/A

Penetrations	Applicable	☐ Yes	☐ N/A
Type of penetration work			
☐ Coring ☐ Cutting ☐ Chasing ☐ Other (Specify):			
Structural engineers certificate obtained/provided		☐ Yes	☐ N/A
Spotters used if works are penetrating through suspended slabs, walls or other blind areas		☐ Yes	☐ N/A
Any water or concrete slurry contained & appropriately disposed by contractor		☐ Yes	☐ N/A
Other **(specify)**:		☐ Yes	☐ N/A

Additional Permits Required	Applicable	☐ Yes	☐ N/A
Hot Work	☐ Yes	Fire System Impairment	☐ Yes
Work at Height & BMU	☐ Yes	Confined Space Entry	☐ Yes
Critical Lifts	☐ Yes	Roof Access	☐ Yes

Permit Approval

Copy of SWMS or risk assessment attached or saved on file? ☐ Yes

This permit is valid from: Start Date: Time:

Expiry Date: Time:

I understand the permit requirements & the controls specified will be implemented & monitored.

Permit Receiver: Signature:

Permit Issuer: Signature:

Permit Close Out

I have checked the worksite. All persons & tools are accounted for & the site has been made safe:

Date: Time:

Permit Receiver: Signature:

Permit Issuer: Signature:

Annexure 7: Critical Lift Permit

Critical Lift Permit HS-FR-10-06

Centre/Location:		Date:	
Company Name:			
Permit Receiver:		Contact Phone:	
Description of Work:			
Location of Work:			
Permit Issuer Name:		Vicinity Centres Position:	

General Requirements		
Appropriate SWMS or risk assessment in place	☐ Yes	
A competent person has been assigned as the person in charge of the lifting operation	☐ Yes	
Riggers & doggers hold the appropriate high-risk licence	☐ Yes	
Pre-lift meeting with relevant stakeholders will be held & recorded	☐ Yes	
Emergency plan has been established and will be implemented for the lift	☐ Yes	
Competent safety observer in place	☐ Yes	
Effective communication protocols have been established	☐ Yes	
Exclusion zones established to manage traffic & pedestrian access & egress	☐ Yes	
Lifting equipment (e.g. slings, chains, shackles) has been checked by a competent person	☐ Yes	
Clearance requirements for power lines & other services have been identified	☐ Yes	
Weather conditions, including wind speed, are suitable for the lift	☐ Yes	
Other **(specify):**	☐ Yes	☐ N/A

Crane Requirements	Applicable	☐ Yes	☐ N/A
Lifting plan has been created		☐ Yes	
Crane operator holds the appropriate high-risk license		☐ Yes	
Crane risk assessment is available & current		☐ Yes	
Crane log book is current		☐ Yes	
Crane load chart is available/displayed in the cabin		☐ Yes	
Crane pre-start check shall be completed prior to operation		☐ Yes	
The crane standing area has been assessed as suitable by a competent person		☐ Yes	
Suspended loads will not be left unattended		☐ Yes	

Crane Requirements continued…	Applicable	☐ Yes	☐ N/A
For pick & carry operations the path of travel has been assessed & deemed suitable		☐ Yes	☐ N/A
Other **(specify)**:		☐ Yes	☐ N/A

Aerial Lift Requirements	Applicable	☐ Yes	☐ N/A
Risk Team has been notified with a minimum of 7 days' notice		☐ Yes	
Local council has been notified		☐ Yes	
Works will be conducted outside of normal business hours		☐ Yes	
Isolation of centre malls (four levels) under the direct flight zone has been completed		☐ Yes	
Notification to major tenants completed including any restrictions during the operation		☐ Yes	
Aircraft landing area has been identified & assessed as suitable by a competent person		☐ Yes	
The relevant regulatory authority (e.g. WorkSafe) has been notified		☐ Yes	
Other (specify):		☐ Yes	☐ N/A

Additional Permits Required			Applicable	☐ Yes	☐ N/A
Hot Work	☐ Yes	Fire System Impairment		☐ Yes	
Work at Height and BMU	☐ Yes	Confined Space Entry		☐ Yes	
Penetrations and Excavations	☐ Yes	Roof Access		☐ Yes	

Permit Approval

Copy of SWMS or risk assessment attached or saved to file? ☐ Yes

This permit is valid from: Start Date: _____ Time: _____

Expiry Date: _____ Time: _____

I understand the permit requirements and the controls specified shall be implemented and monitored for effectiveness throughout the works:

Permit Receiver: _____ Signature: _____

Permit Issuer: _____ Signature: _____

Permit Close Out

I have checked the worksite and confirm that the works are complete/ceased and the site has been made safe:

Date: _____ Time: _____

Permit Receiver: _____ Signature: _____

Permit Issuer: _____ Signature: _____

Annexure 8: Roof Access Permit

Roof Access Permit HS-FR-10-07

Centre/Location:		Date:	
Company Name:			
Permit Receiver:		Contact Phone:	
Description & Location of Work:			
Permit Issuer Name:		Vicinity Centres Position:	

Roof Access		
Communication protocols included in SWMS or other risk assessment documentation	☐ Yes	☐ N/A
Appropriate keys obtained	☐ Yes	☐ N/A
Radio frequency radiation plan/manual reviewed & understood	☐ Yes	☐ N/A
Roof Safety Audit Report reviewed & understood	☐ Yes	☐ N/A

Additional Permits Required			
Hot Work	☐ Yes	Fire System Impairment	☐ Yes
Excavations & Penetrations	☐ Yes	Confined Space Entry	☐ Yes
Critical Lift	☐ Yes	Work at Height & BMU	☐ Yes

Permit Approval

Copy of SWMS or risk assessment attached or saved to file? ☐ Yes

This permit is valid from:	Start Date:		Time:	
	Expiry Date:		Time:	

I understand the permit requirements & the controls specified will be implemented & monitored.

Permit Receiver:		Signature:	
Permit Issuer:		Signature:	

Permit Close Out

I confirm that the worksite has been made safe & all persons & tools are accounted for:

Date:		Time:	
Permit Receiver:		Signature:	
Permit Issuer:		Signature:	

Annexure 9: Work at Heights & BMU Permit

Work at Height and BMU Permit HS-FR-10-02

Centre/Location:		Date:	
Company Name:			
Permit Receiver:		Contact Phone:	
Description of Work:			
Location of Work			
Permit Issuer Name:		Vicinity Centres Position:	

Work At Height	Applicable	☐ Yes	☐ N/A
Ladder use is appropriately addressed by SMWS or other risk assessment documentation		☐ Yes	☐ N/A
Demonstrated appropriate competency for use of fall restraint/arrest equipment		☐ Yes	☐ N/A
Fall restraint/arrest equipment inspected prior to use		☐ Yes	☐ N/A
Anchor points have been inspected/tested and tagged (current)		☐ Yes	☐ N/A
Rescue plan in place where fall arrest equipment is in use, including spotter		☐ Yes	☐ N/A
High risk license in place for boom type EWP that extends > 11m		☐ Yes	☐ N/A
Controls in place for potential falling objects e.g. tools tethered, barricading, spotter etc.		☐ Yes	☐ N/A
Barricades/signs in place to control access to mobile plant e.g. EWPs		☐ Yes	☐ N/A
Spotter in place for use of EWP		☐ Yes	☐ N/A
Scaffolds > 4m erected and dismantled by a licensed person		☐ Yes	☐ N/A
Voids, skylights, penetrations adequately protected and signposted		☐ Yes	☐ N/A

Building Maintenance Unit (BMU)	Applicable	☐ Yes	☐ N/A
Demonstrated appropriate competency for BMU operation		☐ Yes	
BMU maintenance records sighted e.g. evidence of 3 monthly and annual BMU inspection		☐ Yes	
BMU registration is current		☐ Yes	
Pre-operational inspection completed and recorded		☐ Yes	☐ N/A
BMU log book completed/current		☐ Yes	

* User must **'Complete the page 2 of this permit'**

Building Maintenance Unit (BMU) Continued…	Applicable ☐ Yes ☐ N/A
Relevant areas suitably signposted and barricaded, including balconies	☐ Yes
Tools and other loose objects secured/tethered	☐ Yes
Current weather forecast (BMU not to be used during thunder or lightning storms):	☐ Yes
Demonstrated appropriate competency for BMU operation	
Current wind speed reading (BMU is not to be used where the wind speed exceeds 19 knots (25kph)):	
Wind speed to be continuously checked by operators	☐ Yes

Additional Permits Required			
Hot Work	☐ Yes	Fire System Impairment	☐ Yes
Excavations and Penetrations	☐ Yes	Confined Space Entry	☐ Yes
Critical Lift	☐ Yes	Roof Access	☐ Yes

Permit Approval

Copy of SWMS or risk assessment attached or saved to file ☐ Yes

This permit is valid from: Start Date: Time:

Expiry Date: Time:

I understand the permit requirements and the controls specified will be implemented and monitored for effectiveness throughout the works:

Permit Receiver: Signature:

Permit Issuer: Signature:

Permit Close Out

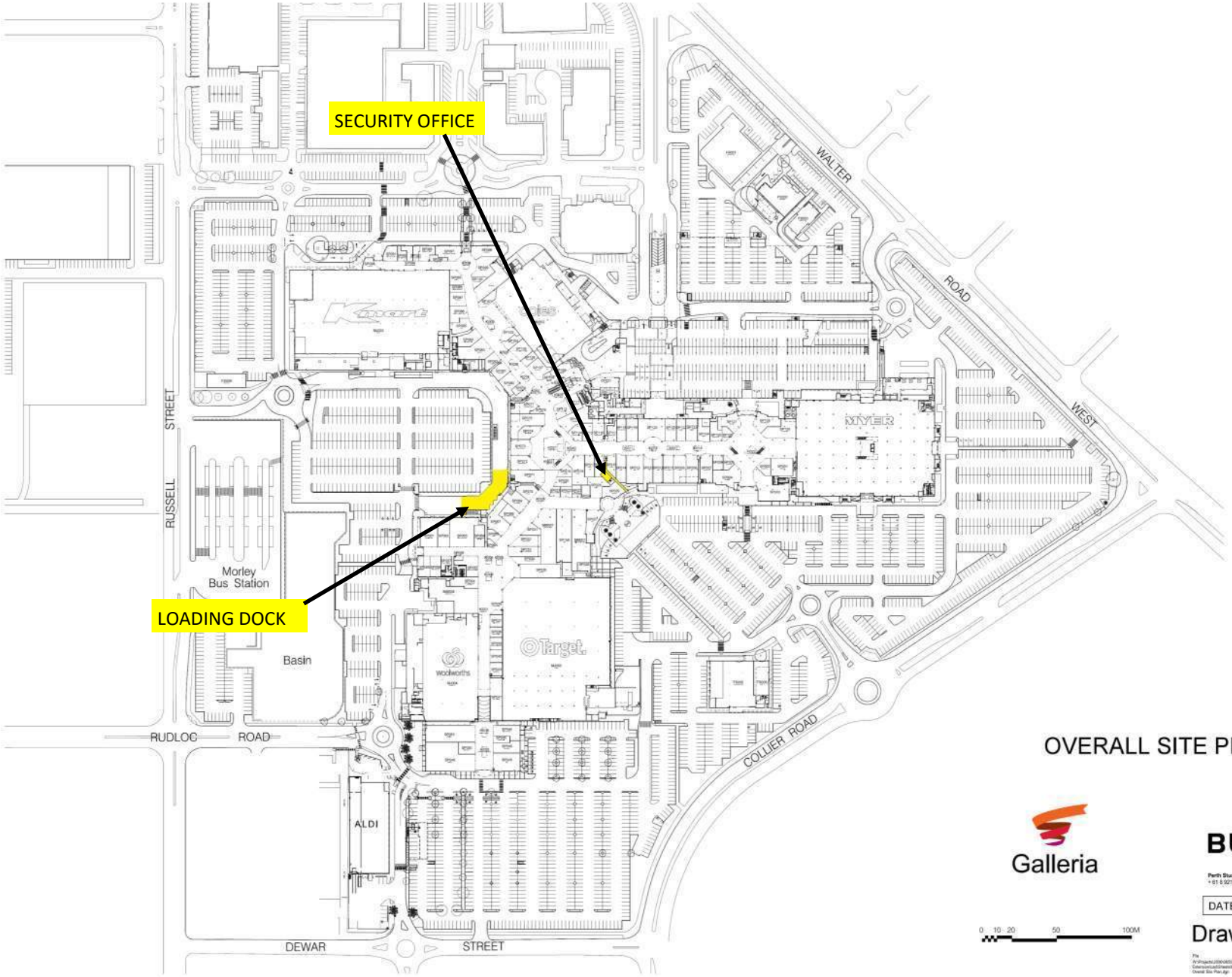
I have checked the worksite and confirm that all persons and tools are accounted for and that the site has been made safe:

Date: Time:

Permit Receiver: Signature:

Permit Issuer: Signature:

Annexure 10: Security Office and Loading Dock Location Map



OVERALL SITE PLAN

Galleria

BUCHAN

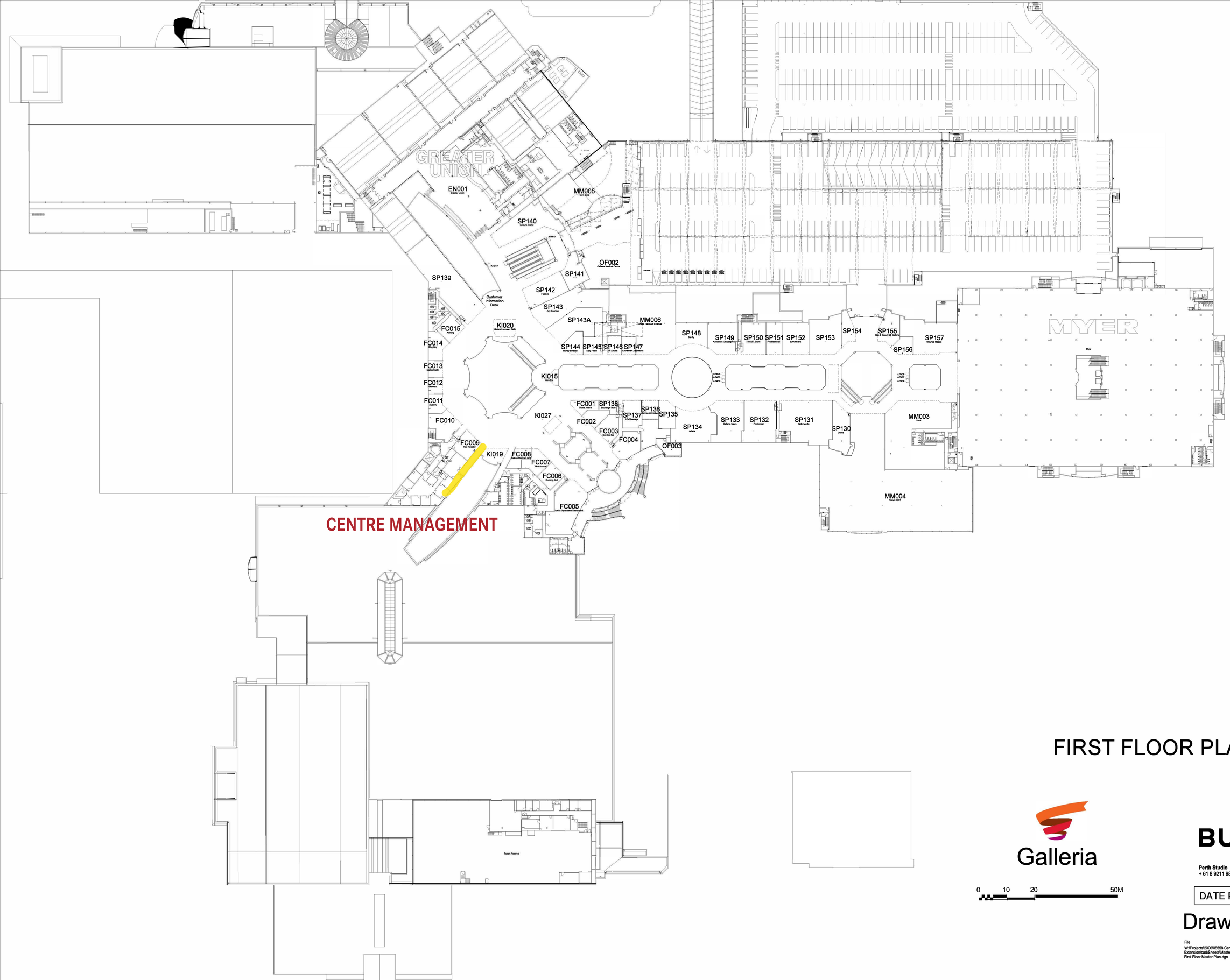
Perth Studio
+ 61 8 9211 9898 / buchangroup.com.au

DATE PLOTTED 27.08.20

0 10 20 50 100M

Drawing No. M1

Annexure 11: Centre Management and Contractor Office Location Map



FIRST FLOOR PLAN

Galleria

0 10 20 50M

BUCHAN

Perth Studio
+ 61 8 9211 9898 / **buchangroup.com.au**

DATE PLOTTED 27.08.20

Drawing No. M3

File
W:\Projects\2008\06558 Centro Galleria - Target Extension\cad\Sheets\Master Leasing Drawings\G-B1-M3 Galleria First Floor Master Plan.dgn

Annexure 12: Centre Contacts List

Annexure 12: Centre Contacts List

Title	Contact Details
Tenancy Delivery Manager	Emma Turner eTurner@nspm.com.au 0419 918 228
Retail Design Manager	Grainne Burke Grainne.burke@vicinity.com.au 0438 194 664
Security Control Room	Galleria@mcssecurity.com.au 0402 211 697
Centre Reception	CustomerServiceDesk.Galleria@vicinity.com.au (08) 9276 0801
Assistant Operations Manager	Martin Smith martin.smith@vicinity.com.au 0434 073 463

Annexure 13: Centre Preferred Contractors List

Annexure 13: Centre Preferred Contractors List

Company	Contact Details
Airmaster	David Repper drepper@airmaster.com.au 0402 842 821 / (08) 9247 6900
Centre Defit contractor	AE Hoskins Building Services Michael Hoskins m.hoskins@aehoskins.com.au 0411 758 345
Centre Mall tile supplier	Jason Christianopoulos (Bldr. Reg. 12688) jason@piedra.com.au 0416 888 945 / (08) 9421 1714
Centre Plumber	Axis Plumbing Group – Ben Priest ben.priest@axisms.com.au 0420 941 345 Axis Plumbing Group – Eilish Grundon eilish@axisms.com.au 0421 770 950 / 1300 883 312
Wet Fire	Rob Heffernan Rob.Heffernan@arafire.com.au 0406 998 131 / (08) 9406 3600
Dry Fire (EWIS & Smoke Detectors)	Rob Heffernan Rob.Heffernan@arafire.com.au 0406 998 131 / (08) 9406 3600
Centre Electrical Contractor	Major Works Daniel Omodei daniel@wilcoelectrical.com.au 0402 507 736 / (08) 6142 5404 Minor Works Wayne Palmer info@pfswa.com.au 0402 903 765
Locksmith	A1 Locksmiths (08) 9370 2943

Annexure 14: Lockdown Video Memo

Not Applicable

Annexure 15: Reduce your Coronavirus Risk

Reduce your risk of coronavirus

- **WASH** your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer.
- **TRY** not to touch your eyes, nose or mouth.
- **COVER** your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.
- **STAY** at home if you feel sick. If you take medication make sure you have enough.
- **PHONE** your doctor or the hotline – **1800 675 398** – if you need medical attention. They will tell you what to do.
- **CONTINUE** healthy habits: exercise, drink water, get plenty of sleep.
- **WEARING** a face mask is not necessary if you are well.
- **BUY** an alcohol-based hand sanitiser with over 60% alcohol.







Find out more
www.dhhs.vic.gov.au/coronavirus

If you are concerned, call the

Coronavirus hotline 1800 675 398 (24 hours)

Please keep Triple Zero (000) for emergencies only

To receive this publication in an accessible format email COVID-19@dhhs.vic.gov.au
Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.
© State of Victoria, March 2020. (2001628_v1)

BetterHealth Channel

VICTORIA State Government | Health and Human Services

Annexure 16: Wash Your Hands Regularly Poster

Protect yourself and your family

Wash your hands regularly



1. Wet your hands.



2. Put soap on your hands.



3. Rub the soap over all parts of your hands for at least 20 seconds.



4. Rinse your hands under running water.



5. Dry your hands thoroughly with disposable paper towel or hand dryer.

Stay germ free and healthy

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.
© State of Victoria, April 2018 (1803034)

VICTORIA State Government | Health and Human Services

Annexure 17: Why Social Distancing Matters

Why social distancing matters

Social distancing of **1.5 meters** decreases the exposure of coronavirus (COVID-19)

Now	5 days	30 days
		
1 person	**2.5** people infected	**406** people infected

50% less exposure

	5 days	30 days
		
1 person	**1.25** people infected	**15** people infected

75% less exposure

	5 days	30 days
		
1 person	**.625** people infected	**2.5** people infected

CRICOS 00233E

Appendix 23 – Fredon Power On Request

Fredon (WA) Electrical Pty Ltd
ABN 17 153 025 846
16 Munt Street
Bayswater WA 6053
+61 8 9355 6400
EC 9004 | ARC AU15861

REQUEST FOR PERMANENT POWER

Project: _____

Tenancy: _____

Client: _____

1. Request Details

Request Type:

☐ Temporary Power ☐ Permanent Power ☐ Shutdown / Changeover

Requested By (Vicinity Rep): _____

Email: _____

Contact No.: _____

Trade / Contractor Requiring Power: _____

Subcontractor Contact: _____

2. Location of Power

Area / Tenancy Name: _____

Tenancy No. (if applicable): _____

Switchboard / Distribution Board Reference: _____

Drawing Reference(s): _____

3. Power Requirements

Supply Type:

☐ Single Phase 230V ☐ Three Phase 415V

Fredon (WA) Electrical Pty Ltd
ABN 17 153 025 846
16 Munt Street
Bayswater WA 6053
+61 8 9355 6400
EC 9004 | ARC AU15861

4. Proposed Dates & Times

Power Required From: ____ / ____ / _____ **Time:** _____

Is this request time critical?

☐ Yes ☐ No

5. Safety & Compliance

The following will be required to allow Fredon to disconnect temporary power and connect to permanent power.

- ☐ No less than 48 hours notice given from this request to power cut over.
- ☐ Electrical Safety Certification provided/attached.
- ☐ All sub circuits to be Lockout / Tagout by fit-out contractor.
- ☐ All circuits to be completed in a professional manner, completely terminated throughout and dead tested.
- ☐ Submains pathway to DB main breaker to be clear and accessible. Requires cable duct to be left empty for submain reticulation + sufficient space required inside switchboard to install and complete submain termination.

All works to comply with below:

- AS/NZS 3018 wiring rules.
- Once permanent power cut over request is received tenancy fit-out electrical works will be considered completed and compliant.
- If non-compliant, suboptimal quality or incomplete electrical works are observed during power cut over, power will not be energized and will remain isolated until a new power on request is received.
- Fredon's electrical inspection in tenancy is strictly limited to Distribution Board only.
- Final inspection and energization of tenancy electrical fit out works to remain responsibility of fit out contractor.

6. Acknowledgement

Reviewed By: _____

Company: _____

Date: ____ / ____ / _____

Notes / Comments: