

PROJECT INDUCTION POLICY

Cosmic Property Constructions will, in so far as is practicable, provide a safe and healthy work environment. However, this in no way removes the obligation for individual contractors / subcontractors, or their employees, from observing the requirements of the Occupational Health & Safety Act 2004, and other relevant Regulations and Compliance codes. It is vital that all site personnel contribute positively to achieving and maintaining a safe and healthy working environment. These basic safety guidelines apply equally to every person working on the project.

SITE DETAILS

SITE NAME	360Biolabs Level 3		
SITE ADDRESS & POSTCODE	85-89 Commercial Rd Melbourne 3004		
DESCRIPTION OF WORKS	Office Alterations		
NAME OF SITE MANGER OR SUPERVISOR/FOREMAN	Damian Marchese		
MOBILE	0409 303 909	SITE FAX NO.	N/A
COMMENCEMENT DATE	TBC	DURATION OF PROJECT	8-10 weeks

WELCOME TO THE PROJECT

1. GENERAL

A. You are required to ensure that on site safety is maintained in accordance with the Victorian Occupational Health & Safety Act 2004, all relevant Codes of Practice, other relevant legislation, and the best practice within your industry.

B. Use safety and other protective equipment when and wherever required. Every employee owes it to themselves, their family, and the Company to use and properly care for the personal protective equipment provided for on the job use. Any faults in the condition of any of the equipment should be reported to your Foreman / Supervisor for action. Safety equipment including gloves, safety goggles, helmets and earmuffs are available from your employer for your protection. Ensure appropriate PPE is worn in accordance with codes of practice and best operating procedures for tasks being performed. High vis tops MUST be worn at all times.

USE THEM AND DO NOT TAMPER WITH THEIR OPERATION.

Cosmic Property Constructions have their own OH&S Management System. No smoking is permitted on site. First Aid facilities location to be explained. Amenities, evacuation plan and emergency numbers to be explained.

C. You must have first completed a Site Induction prior to working on site.

D. COVID Procedures. You must sign in every day with the QR code and abide to current governmental industry covid procedures.

E. No wandering around. You must stay in your work and other designated areas.



2. SAFETY FOOTWEAR

The wearing of safety footwear is **MANDATORY**. Exceptions may be given for special circumstances upon application to the Safety Committee.

3. SAFETY HELMETS

Safety helmets **MUST** be worn on every site in the areas nominated as hard hat zones. Helmets must be worn by all employees when moving around the site. Monitor fair wear and tear and replacement criteria.

4. ELECTRICAL LEADS

Electrical leads must be suspended 2100mm above floor level. Use only power tools and leads that have been tested and tagged within the last 3 months by a qualified electrician. Ensure Earth leakage protection (RCD) attached to your leads or at distribution switchboards, or via portable units. Piggyback plugs are not to be used.

5. SCAFFOLD

All scaffolds must be erected to conform to the Australian Standards and manufacturers / suppliers' specifications. Never remove guardrails, planks, handrails, or ladders for any reason. If scaffolding needs to be altered speak to your Foreman / Supervisor. Before using mobile scaffolds, ensure all wheels are locked. Modification of any scaffold must occur using adequately trained and / or qualified scaffolders.

6. EXPLOSIVE POWERED TOOLS

Only trained and qualified personnel are to use explosive powered tools.

7. EXCAVATION/PENETRATIONS/TRENCHES

Penetrations should be adequately guarded, or barricaded, or otherwise protected to prevent someone falling. If a barrier has to be removed to work, **MAKE SURE IT IS REPLACED** again before you leave the area. An Excavation Permit **MUST** be completed before any works commence.

8. REGULATIONS

These guidelines **DO NOT** replace any Acts, Regulations or Compliance Codes. All the preceding have jurisdiction over all works and must be complied with.

9. SITE CLEANLINESS

An unclean site is a dangerous site. You must ensure that refuse generated by your work is cleaned up progressively (minimum requirement is daily). **ALWAYS** use sanitary facilities and keep them clean and tidy. When provided, keep lunchrooms clean and tidy. Recycle where possible.

10. RUBBISH

Rubbish bins are provided for your use. **USE THEM.**

11. SIGNAGE

Safety signage is for the information of all onsite. Do not cover or impair view of signage.

12. ALCOHOL AND DRUGS

Alcohol and drugs of abuse must not be brought onto or consumed on this site. If you are affected, you will not be permitted on site and you will be required to face possible termination of employment.

13. WORKPLACE

Always leave your place of work in a safe, tidy and orderly manner. Attend Toolbox Meetings as determined by the Safety Committee.

14. SAFE USE OF LADDERS

All ladders must conform to the Australian Standard and be of industrial grade quality. When in use ladders are to be secured and protrude 900mm above the stepping off point. No major tasks are to be undertaken while working off a ladder except off a platform ladder where appropriate.

15. SITE ENTRY

All people upon entry must Covid QR Code Check in and or sign in the site attendance register. All new employees and employees of subcontractors

- Undergo this induction into the project
- Hold an Industry Training Card where applicable



16. GENERAL PROHIBITIONS

The following offences will not be tolerated on this site: -

- Not using the sanitary facilities
- Fighting
- Intoxication
- Refusal to act on safety instructions issued by the Foreman/Supervisor
- Removal of guardrails or barricades without approval or alternative protection
- Vandalism or stealing of any kind
- Any abuse or racist behavior or language in any capacity
- Inviting unauthorized people and or pets on site
- Complete the daily check of the plant and sign off as per the daily logbook requirements
- Where required, hazard lights and reversing alarm fitted and operational.

17. UNSAFE PRACTICES & WORK PROCEDURES

A. Report immediately any unsafe equipment, material, or work practices to the Foreman / Supervisor. When there is a safety risk with the work to be undertaken a SWMS is to be submitted before the work is commenced. If in doubt, ask the Foreman or your Supervisor.

(See attached RISK ASSESSMENT to help determine if a safe work method statement is required for your works if you are unsure of the safety risks.)

B. Consider fire systems and isolations prior to any demolition, drilling, cutting, grinding, welding or any other works that may cause an activation to the fire systems.

C. Ensure any awkward material deliveries are done outside of peak hours. Generally, office morning start times, lunch break times and end of business day.

D. Ensure any public/common area are kept clean after deliveries or any works that may affect these areas.

E. Consider public safety if working in common areas. You must first have the required permission to carry out such works. Install exclusion zones around your work area and ensure areas are cleaned immediately.

18. PLANT AND EQUIPMENT REQUIREMENTS

All plant and equipment prescribed under the OH&S (Plant) Regulations 2007 **MUST** conform to the following: -

- Have the health and safety information and/or hazard assessment for safe operation of that piece of plant or equipment
- Have the relevant servicing details available?
- Be registered by the Foreman in the Plant and Equipment Register

Be operated by a certified person who has the appropriate certificates or proof of competency for operating that plant or equipment.

19. WELDING AND CUTTING

Unauthorized use of welding and cutting equipment is prohibited. Welding screens should be used wherever possible particularly if other workers may be exposed to welding activities. All equipment must be in good working order and a **FIRE EXTINGUISHER** must be provided for immediate use. Protective clothing and equipment must be worn when welding.

A. A hot works permit is required before any metal cutting, grinding, or welding.

B. Ensure fire alarms and systems are isolated. (SMOKE ALARMS- FIRE SPRINKLER HEADS) Contact Site Supervisor or Building Management.

20. DANGEROUS GOODS

No dangerous or toxic substances are to be brought on site unless: -

- It is first reported to the Foreman / Supervisor
- Accompanied by the relevant Material Safety Data Sheet (MSDS)

Wear appropriate PPE when handling.



21. MANUAL HANDLING / LIFTING

You can avoid painful long-lasting injuries which can be caused by incorrect lifting by following simple procedures:

Correct Lifting Technique

- Use mechanical lifting equipment where possible or necessary.
- Plan the lift by estimating the load and knowing exactly where it is to be placed.
- Ensure that access to the area is clear.
- Avoid lifting excessively heavy loads – get help.
- Avoid bending your back to pick up a load – bend your knees and keep your back straight.
- Hold the loads as close as possible to your body.
- Avoid twisting while lifting or carrying.
- Take care to reduce the likelihood of slips and falls which can jar the spine.

Overall physical fitness, warm up activities and a gradual build up to higher work levels help to avoid strain injuries

22. SAFETY POLICY AND MANAGEMENT SYSTEM

Full details of Cosmic Property Constructions Occupational Health and Safety Policy and Management System are available for reference upon reasonable request.

23. SITE SPECIFIC REQUIREMENTS

Discuss here any other site-specific issue not previously covered and sign the Induction Training Register.

A. All noisy works to be completed outside of normal working hours unless otherwise agreed upon with the Site Supervisor and or Building Management.

B. Tools will not be stored in site sheds. Cosmic Property Constructions will not be responsible for tools left in sheds by subcontractors. All subcontractors must provide a lock up safe box or a locked toolbox for their own tools. (Note: The positioning and size of lock up safe boxes should be discussed with Site Supervisor prior to delivery). Under no circumstances should materials be stored near ingress and egress points to the building or emergency assembly area. Cosmic Property Constructions will not take any responsibility for lost or stolen items left on site.

24. TRAUMA COUNSELLING

Incolink provides trauma counselling and other services for those who require help if needed.

25. FREEDOM OF ASSOCIATION

- i. A person has a right to choose to be or not to be a member of a union.
- ii. A person is not required to be a member of a particular union to work on a site.
- iii. An employer also has the right to choose whether to join an employer association.
- iv. Contractors are not required to have a particular enterprise agreement to work on this site.

26. RIGHT OF ENTRY

No employer or employee is to grant permission to enter a site by an employee or official of an industrial association other than in strict compliance with the procedures governing entry of such representatives under the Fair Work Act 2009 (subject to any enterprise agreement requirements).

27. DISPUTE SETTLEMENT

Grievances or matters under dispute are dealt with at the workplace between the appropriate level of management, employees and where applicable, union representatives.

Parties must ensure industrial action does not occur while dispute settlement procedures are being followed.



28. HEALTH AND SAFETY MANAGEMENT PLAN

Subcontractors must comply with the head contractor's health and safety management plan whilst on site.

If the site evacuation alarm is heard, the site should be evacuated in accordance with Building Management Emergency Evacuation procedures. Refer to attached SITE MAPS.

Wait until your name is taken by a person compiling an evacuee's list.

All exits must be clear at all times – no excuses.

EMERGENCY PROCEDURE IN CONSTRUCTION ZONE - SUMMARY

- 1. ALERT alarm**
 - a. Be prepared but do not evacuate
- 2. EVACUATION alarm**
 - a. Evacuate through the closet and safest exit
 - b. Do not run
 - c. Do not attempt to pack tools or belongings away
 - d. Go directly to the closest assembly point

29. SITE ACCESS & PARKING

- The site is located at 85-89 Commercial Rd, Melbourne 3004.
- Site Access via Centre Lane.
- Parking on site is limited.
- There is a car park at the Alfred Centre in Centre Lane. (see Attached maps).
- There are contractor spaces subject to availability only.



30. EMERGENCY EVACUATION PROCEDURES PLAN

Within the construction zone area, all construction personnel on site, if they notice an incident happen or developing are to notify their supervisor, the OH&S Representative or site foreman. These people will assume the call of 'Incident Controllers'. They will assess the incident potential and respond accordingly.

Incident controllers (Supervisors, OH&S Representative, Site Foreman or Deputies) will activate the emergency alarm and will co-ordinate all activities relating to the controlling of the emergency.

Incident controllers will manage the emergency, with the right to instruct or request or delegate actions or responsibilities to site personnel.

Contact Incident controllers via mobile phone, 0409 303 909



ACCIDENTS

Report all incidents, major or minor to the Foreman / Supervisor / OH&S Representative.

WHAT TO DO – Serious Injuries, Accidents and Emergencies

- Don't panic
- Send for a qualified First Aid Officer
- Do not move injured person (except if life threatening)
- Administer cardio pulmonary resuscitation (only if qualified to do so)
- Stop serious bleeding by applying pressure to the wound
- Make the injured person comfortable
- Do not interfere with the accident scene

WHEN PHONING FOR HELP SAY:

- WHERE the emergency is
- WHAT has happened?
- WHAT is being done?
- WHO is calling?
- WAIT to be told what to do before hanging up

WORK SAFELY – STAY HEALTHY – IF IN DOUBT ASK





GENERAL SITE MAP for building access

360biolabs offices refurbishment
2nd floor, Burnet Building

Alfred Centre underground public carpark

theAlfred	
PARKING RATES	
0.0–1.0 hrs	\$10.00
1.0–2.0 hrs	\$15.00
2.0–3.0 hrs	\$18.00
3.0–4.0 hrs	\$21.00
4.0–5.0 hrs	\$24.00
5.0–6.0 hrs	\$27.00
Daily maximum	\$28.00
Lost ticket	\$28.00
Pensioner & Health Care	
Card holders	
(Open Validation)	
Flat Rate *Conditions Apply	\$10.00
After Hours	
Monday – Friday	
Entry after 8pm	
Self Service Bay	

Skip Locations:

If arranged with Facilities staff (via Damian Scown), up to 9m skip within the Burnet Garage is preferred.

Also the Alfred tolerates a skip located on the building apron, just north of the garage entrance. This does need "negotiation" in advance. (e.g., via Bruce Loveland)



Shared "garage" on Centre Lane - to offload materials. Access / use is managed by Damian Scown (Burnet)

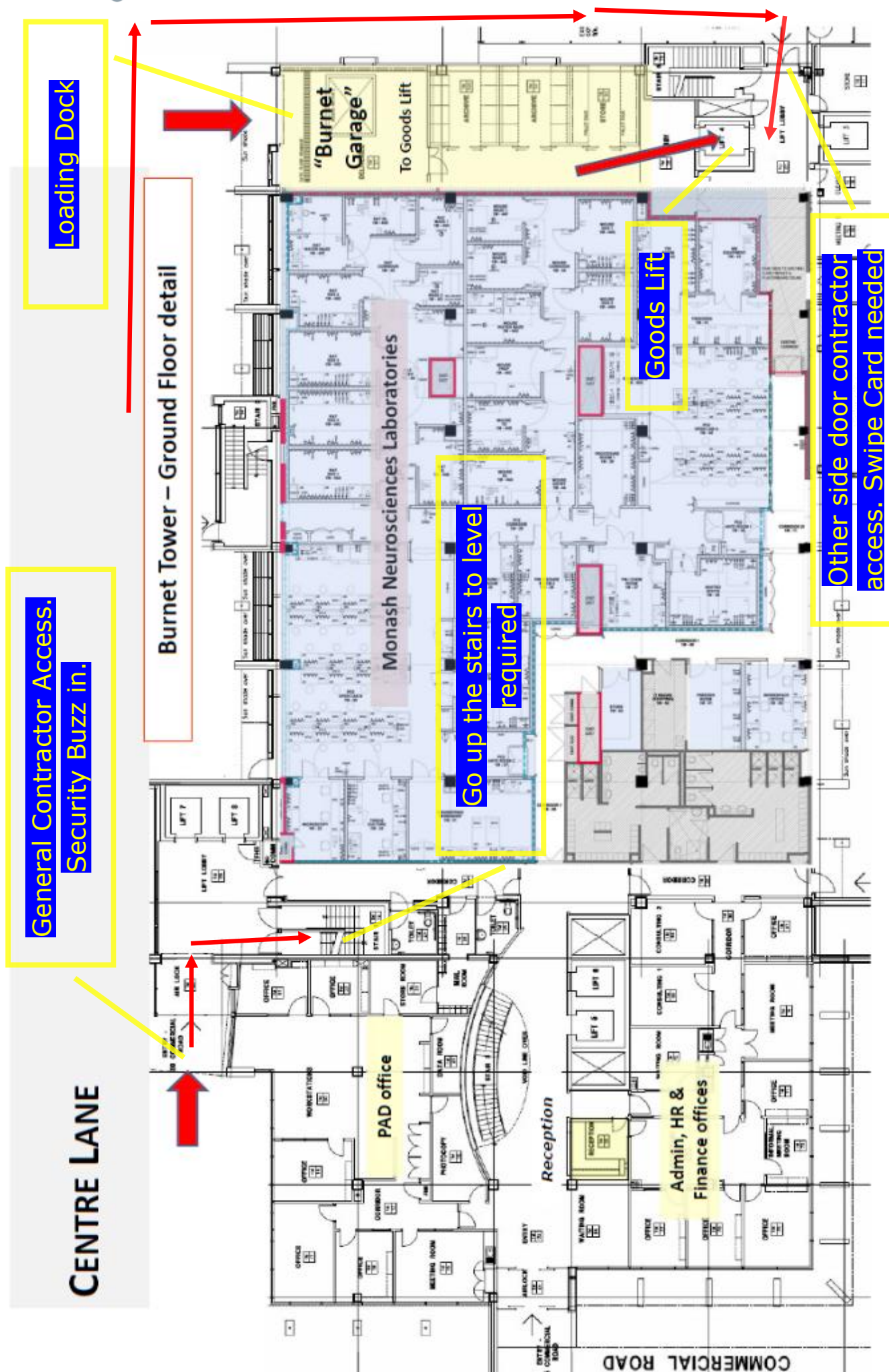
Goods lift at west end of Garage:
NB worksite access from the lift is only through a Monash / Alfred offices corridor.

Alfred campus COVID screening entry point (daily requirement) in Reception lobby of the Alfred Centre.

Contractor (pedestrian) access to work site: to be via 89 Commercial Rd lobby off Centre Lane, and via fire stairs to second floor.

NB NO ENTRY THROUGH MAIN BURNET LOBBY FROM COMMERCIAL RD AT ANY TIME



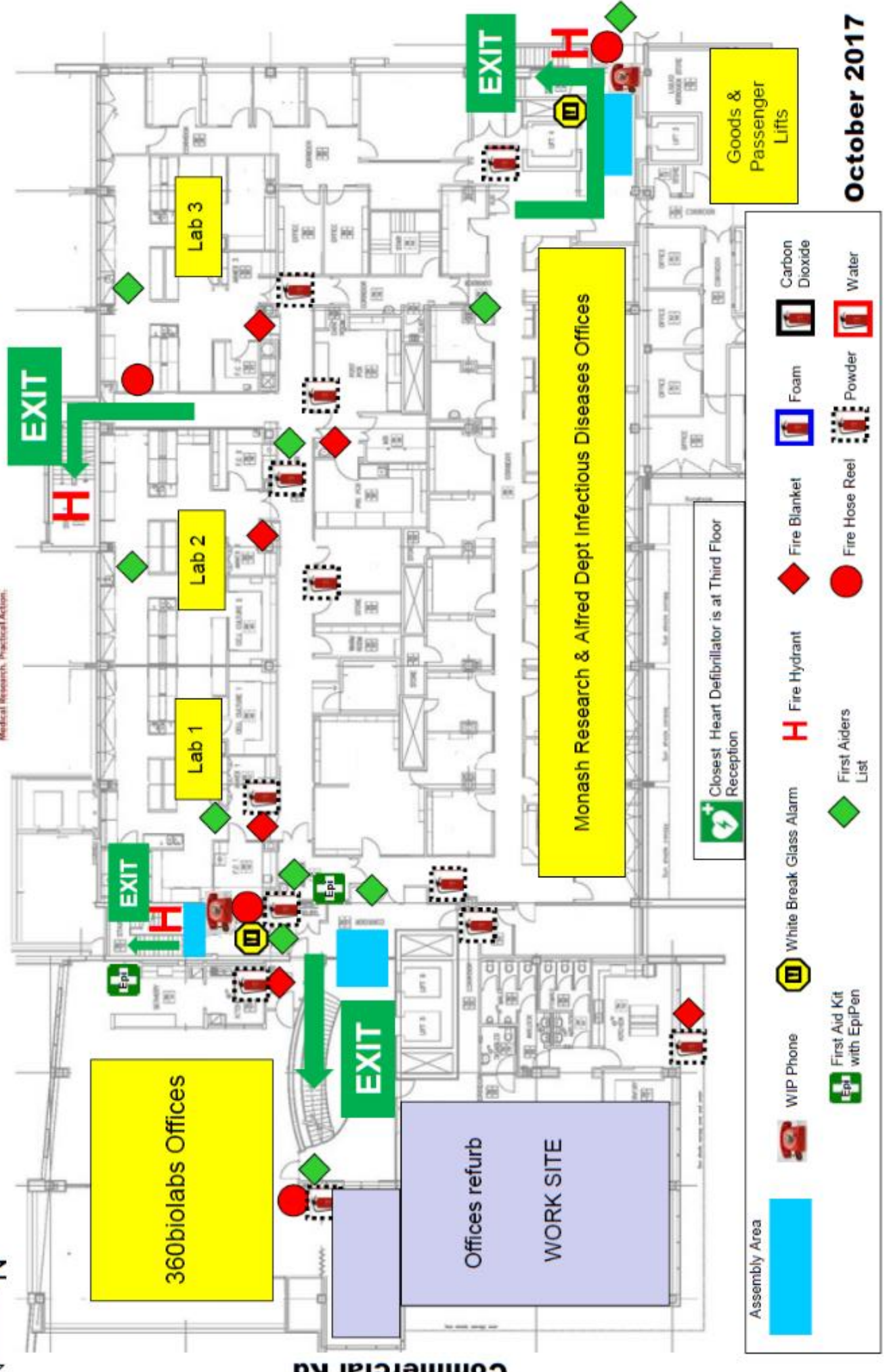
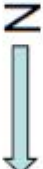


Location of Emergency Equipment and Exits



Burnet Institute
Medical Research. Practical Action.

To be replaced 2nd floor Burnet Tower (Level 3)
Centre Lane



October 2017