

CONTRACTOR INDUCTION PROGRAM

188 COLLINS STREET

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1. Introduction

Bellala is committed to providing a safe working environment for all contractors and staff. The goal of this program is to:

- Provide an overview to contractors of the OHS policies and procedures
- Provide information about the operational environment
- Detail contractor's responsibilities.

2. Contractor Management OHS Policy

Bellala is committed to meeting its responsibilities under National OHS legislation and providing a safe working environment. To achieve this goal, we have set minimum OHS standards and require all contractors to demonstrate their capacity to meet these standards.

Bellala personnel are accountable for the health and safety performance of the contractors that they engage. This responsibility includes monitoring contractors to ensure work is conducted in a safe manner and the workplace is maintained in a safe condition.

Contractors, sub contractors and their employees are expected to:

- develop and follow safe work procedures
- provide supervision and training to ensure compliance with safe work procedures
- have a system in place for reporting all injuries, illnesses, hazards, near-misses and comply with the site reporting requirements
- Contribute to developing and implementing prevention strategies.

3. Contract and/or Project Details

3.1 Security Pass - entrance to customer sites

All contractors are required to report to the security desk, located on the Tower Plaza Level, to collect an identification pass and complete a Daily Works Authorisation when entering site. Identification passes must be worn and visible at all times.

All Contractors working at 188 Collins Street must complete the site induction program.

3.2 Key Contact

The key people for contractors are the Operations Manager and Building Superintendent. It is their responsibility to ensure contractors are aware of site security, OHS requirements and site-specific project or contract arrangements. Any queries should be discussed with these contact people.

3.3 Appropriate Tools and Equipment

Contractors must provide all necessary tools and in particular protective, safety and access equipment that may be required to undertake the work. Contractors must ensure they (including employees) are trained in the use and maintenance of this equipment.

Under no circumstances are contractors to use the facilities, plant or equipment of Bellala or the Tenants unless specific approval is obtained.

3.4 Access to tenant areas

Special access approval is needed in some tenancies. Contractors must not compromise confidential information seen or heard in tenancies and must also be careful relaying information to tenants regarding building faults or problems. All tenant correspondence must be passed through Bellala.

3.5 Parking

Short term parking for pick up and delivery is available on site. Any special requirements should be arranged through the Operations Manager or Building Superintendent.

4. Site Safety Requirements

4.1 General requirements

Contractors must comply with all health and safety regulations, including licensing, permits, certification and inspection of equipment. All contractors, sub-contractors and their employees must carry daily security passes and adhere to all safe work practices as outlined in Work Permits issued.

Before commencing work on site, contractors must ensure appropriate insurance is taken out to cover Bellala, the contractor and sub contractors for the full period of work. Within any site and/or area under the direct or implied control of Bellala, the following general safety requirements apply:

- No smoking, with the exception of designated areas.
- All power tools must have appropriate dust bags and tags.
- Cameras are not allowed on-site, without prior written approval from Bellala.
- Battery powered tools to be used wherever possible.
- Clean up work area as work proceeds.
- Obey all safety signs.
- Work areas must be barriered off and signs placed, if appropriate, to protect passers by.
- Electrical power tool must be inspected and tested for safe operations.
- All contractors, their employees and sub contractors must have and be trained in the use of Personal Protective Equipment.
- Aluminum ladders ***must not*** be used for any work where there is an electrical risk present.
- Mobile phones must not be used in "Mobile Free" areas, due to interference to equipment.
- Any work generating dust, smell, noise or interruption to services must be approved by Bellala. Drilling falls into this category.
- Keys obtained from security must be returned at the end of each day and not leave site at any time.
- Plantroom doors must be left locked and closed at all times.
- The First Aid station is located at the Security office.

4.2 Project Risk Assessment

Contractors must complete a Project Risk Assessment checklist to identify specific health and safety hazards associated with their work and the methods they will use to control them. Contractors may also be required to develop a health and safety plan to be reviewed by Bellala.

The completed risk assessment must be forwarded to the Operations Manager or Building Superintendent for review and sign-off. Any particular safety requirements, including Work Permits, shall be discussed with the Operations Manager or Building Superintendent.

4.3 Work Permits

Before work begins on a project, a signed Work Permit must be obtained from the designated representative. Work permits are required for the following tasks:

<i>Permit:</i>	<i>Issued By:</i>
• <i>Daily Works Authorisation</i>	<i>Security</i>
• <i>Confined Spaces</i>	<i>Bellala</i>
• <i>High Access Equipment</i>	<i>Bellala</i>
• <i>Hot Work</i>	<i>Bellala</i>
• <i>Penetration of fire walls and floors</i>	<i>Bellala</i>
• <i>Gas, water and electrical isolation</i>	<i>Bellala</i>

Note: each work permit details minimum requirements and conditions for safe conduct of work. Work cannot be started until appropriate permits have been completed and approved.

4.4 Emergencies

The contractor is to familiarise themselves with the fire/emergency and evacuation procedures of the site. Weekly evacuation system tests are carried out on Friday morning at 11am.

When the alert alarm <**Beep-Beep-Beep**> is activated the contractor must, immediately:

- Stop all work.
- Switch off all equipment.

When the evacuation alarm <**Whoop-Whoop**> is activated the contractor must, immediately:

- Return to the security office and wait for instructions from emergency personnel.
- Not smoke anywhere during an emergency.
- Obey directions of wardens in area. (They will be wearing Red or Yellow Safety Hats)
- Proceed to marshalling area if directed by emergency personnel.

4.5 Fire Prevention

Fire protection equipment is located throughout the site, use of this equipment must be reported to Bellala staff who will record the incident and report it to the client.

Contractors are responsible for fire protection at the worksite and must ensure that flammable liquids are stored in approved containers. Fire prevention must be taken into consideration when determining work methods and selecting tools and equipment for use.

A Hot Work Permit is required for any activity likely to produce a source of ignition including: welding, gas cutting, soldering, blast cleaning and use of spark producing tools or portable electrical equipment not approved for hazardous areas. Contractors must provide their own portable fire fighting equipment which must be easily accessible whilst performing the work.

Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered without authorisation from Bellala. Sanding and dust creating activities may require that fire alarms to be isolated.

4.6 Treatment and Reporting of Injuries

Contractors are responsible for treatment of their sick or injured employees. Incidents must be reported immediately to the relevant Workcover Authority and Bellala, incident reports must be given to the Operations Manager or Building Superintendent.

4.7 Specific Safety Requirements

Housekeeping

Work areas, stairways, passages and safety exits must be kept clear at all times. If required, working areas must be barricaded off and appropriate warning notices erected. All material and debris must be lowered (not dropped) from elevated locations and platforms.

Fire cupboards must not be used to store equipment, Bellala can supply temporary/overnight storage.

Protective Equipment

Contractors must provide appropriate protective clothing and equipment and ensure it is maintained and used by their employees and sub-contractors. Required equipment may include:

- | | | | |
|---------------|-------------------|--------------------|------------|
| • Respirators | • Safety footwear | • Glasses | • Hearing |
| • Gloves | • Hard hats | • Safety harnesses | protection |

Manual Handling

Incorrect methods of lifting can cause serious injuries and accidents. Manual handling tasks should be assessed in accordance with the Manual Handling Regulations and Code of Practice (Obtained from Workplace Standards in Rosny). Lifting aids should be used to minimize risks wherever possible.

Public Safety

Contractors shall take suitable precautions to protect the safety and welfare of the public including providing appropriate barriers/screens to minimise exposure and protect the public from any hazards.

Power Leads

Extension leads and leads to electrical appliances etc. must be kept as short as possible and in good order. Leads must be located in such a way that no trip hazards exist and protected from damage by vehicles, hot equipment, falling objects, water, etc. Joints must be made with approved plugs and sockets or junction boxes, taped joints are not permitted. All leads must be tested and tagged.

All primary leads to welding sets shall be fully unwound and placed in a safe manner.

Hazardous Materials

The contractor must obtain approval for hazardous substances prior to delivery. To minimise risk orders should be made for only 1-2 days supply. Contractors are responsible for the safe keeping of all hazardous substances and, when not in use, substances must be kept in approved storage facilities. Hazardous substances shall be clearly labeled and material safety data sheets (MSDS's) held on site.

Explosive Powered Tools

Bellala must approve work with explosive tools or high vibration equipment prior to commencement.

Ladders and lifts

Scissor Lifts and One Man Bucket Boom Lifts must only be used in accordance with the manufacturer's instructions and permit requirements (High Access Permit). Use of any high access equipment needs prior approval from Bellala. Climbing on, under or over equipment in motion is prohibited.

Ladders must not be left unattended in stairwells, passageways etc. Approved ladders must be used when working on or near any electrical equipment.

Electrical Work

Prior to the commencement of any work involving electrical lines and/or equipment, Contractors must contact Bellala who will define the scope and limits of the work.

Suitably qualified and trained personnel must carry out all electrical isolations. Work on isolated equipment must not start without fully approved lockout procedures. Work on existing circuits, or where accidental energizing of circuits may cause injury, will require an approved Work Permit.

Plant Safety

Contractors shall comply with all applicable Occupational Health and Safety Regulations when working with plant. Contractors shall provide, on request, plant maintenance records and documented risk assessments for the duration of works. Inspection of plant shall be undertaken prior to commencing work on site and daily safety checks of plant shall be undertaken prior to commencing work each day.

Working at Heights

Before undertaking work on any roof or at elevated height, contractors must contact Bellala and obtain the appropriate work Permits. The area below where elevated work is being undertaken shall be suitably roped off and signs reading "Danger Work Overhead" shall be clearly displayed.

Contractors must provide job safe procedures for access isolation and working requirements for overhead and gantry cranes and crane runway systems.

Excavations

An approved Risk Assessment must be provided before any excavation commences and Bellala's Building Superintendent consulted for the location of all known underground utilities. The Contractor shall provide all necessary sheeting, shoring or bracing required for safe operations.

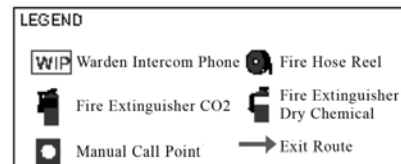
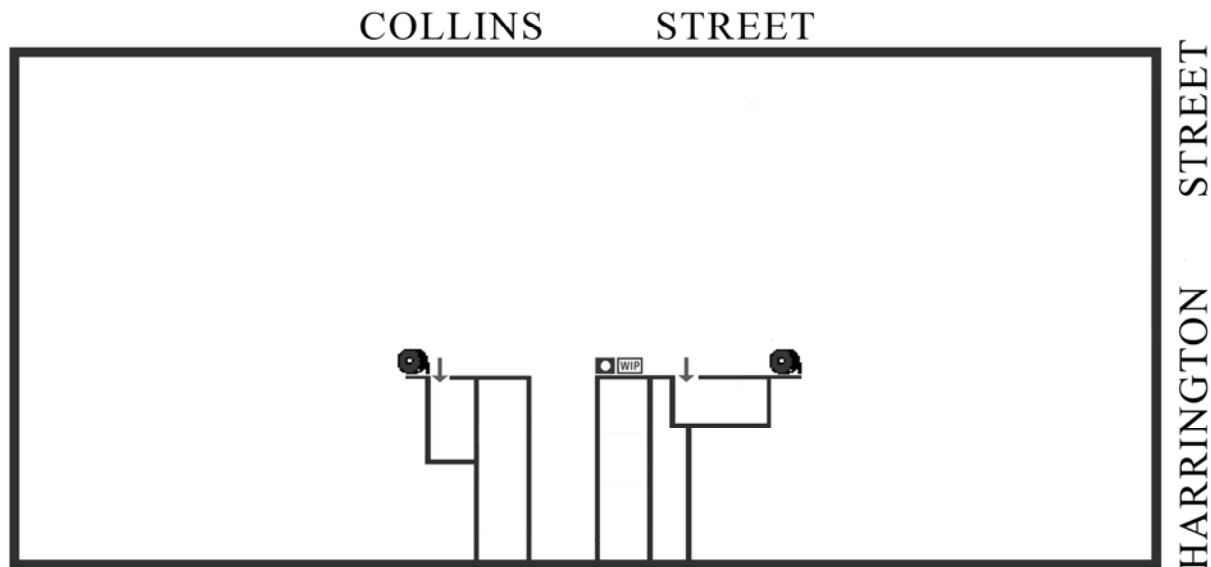
Gas Cylinders

Gas cylinders must be kept upright during use and transportation. Oxy-acetylene hoses must be fitted with flash back arrestors and transported on self-supporting trolleys when being moved through the site. Oxygen and gas cylinders shall be kept away from heat, fire or electrical lines.

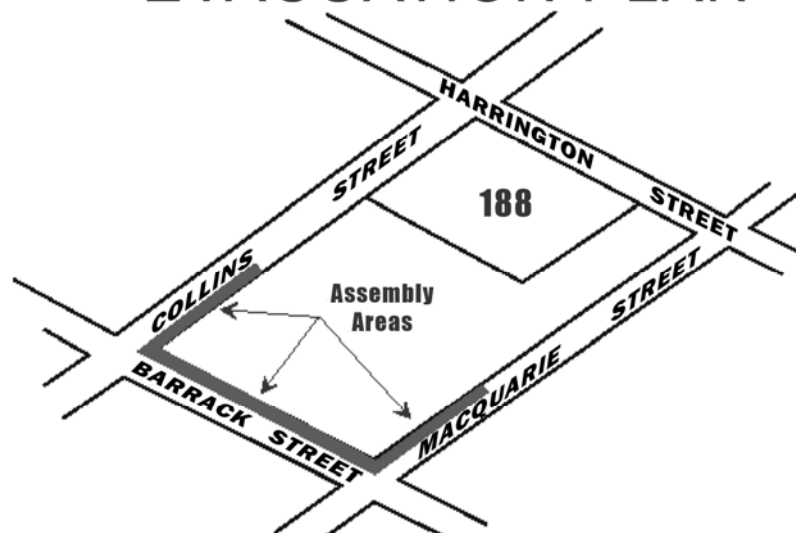
Asbestos

Some Asbestos materials are known to be located in the Tower Building in the following areas: Basement, LG, G, Lift Motor Room and external fascia. Further details can be found in the Asbestos Register, which can be obtained from Bellala.

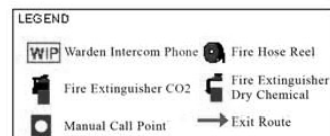
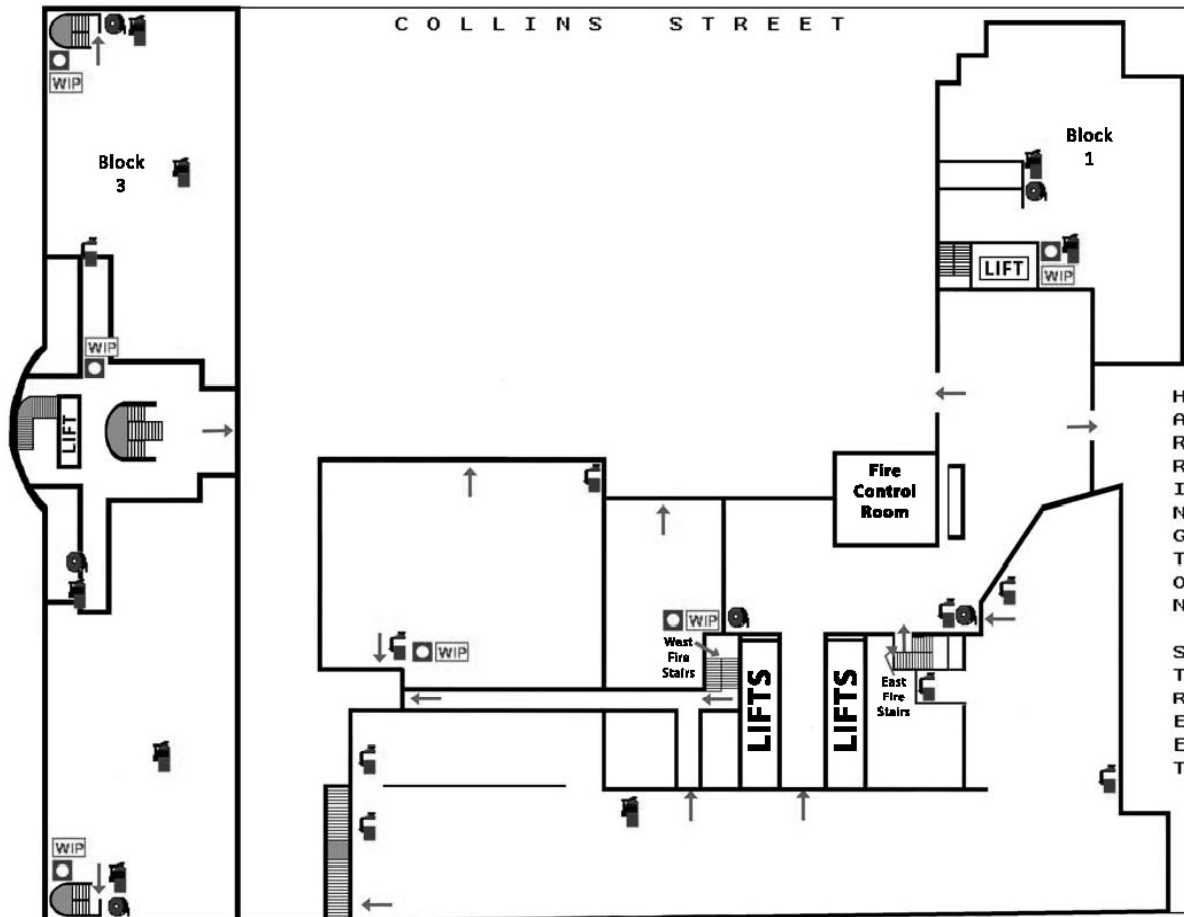
TYPICAL FLOOR DIAGRAM TOWER BLOCK 188 COLLINS STREET HOBART



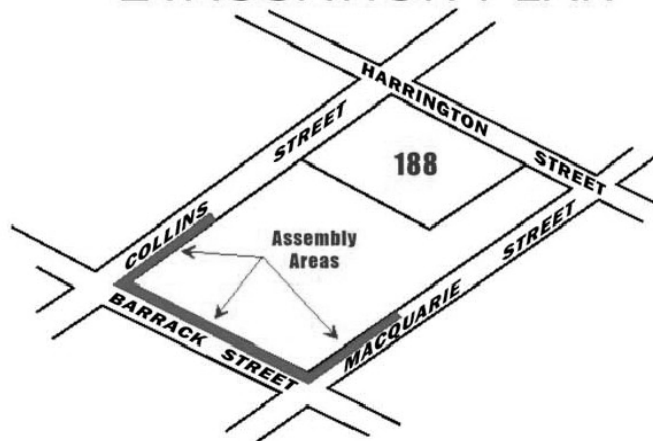
EVACUATION PLAN



GROUND FLOOR DIAGRAM 188 COLLINS STREET HOBART



EVACUATION PLAN



Hot Work Permit

188 COLLINS STREET – HOBART

THIS PERMIT IS TO BE DISPLAYED IN A PROMINENT POSITION
ADJACENT TO THE POINT OF ENTRY TO THE WORKSITE

For arc/flame/electric cutting, flame heating and arc or gas welding, grinding or spark producing operations

Period of issue: From _____ am / pm To _____ am / pm Date: _____ Permit No. _____
(permit duration must not be more than 8 hours)

Building: _____ Floor: _____ Location: _____

Nature of Work: **Oxy Cutting / Welding / Grinding / Heat Gun / LPG Flame / Other**

Work covered by Permit: _____

Equipment to be used: _____

Firefighting equipment to be laid out at work site: _____

Special precautions to be taken: **CLEAN AREA OF FLAMMABLE MATERIALS, HAVE A FIRE EXTINGUISHER ON HAND AND OBSERVE INSTRUCTIONS ON THIS FORM.**

Tradesman's Name (print) _____ Company: _____

Communications Equipment: _____

All questions to be answered and initialed by issuing responsible officer. N/A means 'not applicable'

(1) Are all flammable and combustible materials (including liquids, gases, vapors, dusts and fibers) at least 15m from the site of cutting, heating or welding operations, or has adequate shielding been provided.	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(2) Is a sprinkler system installed in the area and is it operational?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(3) Do fire heat or smoke detectors require isolating (list circuits below)?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(4) Have drains, pits and depressions been checked, isolated or sealed?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(5) Have tanks, valves, vents and pipelines been blanked off or effectively isolated?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(6) Is a fire watch required at worksite, as well as floors above or below?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(7) Is ventilation adequate?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(8) Is wind direction satisfactory for hot work to be done?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(9) Has the site of the hot work been isolated and roped off?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(10) Is fire equipment checked and laid out ready for use?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(11) Have pressure relief valves been vented to safe areas?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(12) Is there a safe entry to and exit from the hot work area?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(13) Is burning, cutting, welding or grinding equipment in safe condition?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(14) Are floor areas swept clean?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(15) Has structural and other combustible materials been wetted, shielded, or otherwise protected from sparks, slag or hot metal particles?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____
(16) Is there provision for safe disposal of work off-cuts and electrode stubs?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	Initial _____

The following conditions and precautions were observed (list fire circuits isolated):

INSTRUCTION TO CONTRACTOR

This work permit is valid only for the location and period indicated and is to be returned to the responsible officer on completion of the work.

If hot work is in the presence of flammable gas or vapor work is not to proceed until a gas test is undertaken to AS 1674 standards

Gas Testing Date: _____ Time: _____ am / pm

Equipment make and model: _____

Date of last equipment check: _____

Results of test (% L.E.L): _____

Do results from the gas test indicate that work is safe to proceed? Yes ☐ No ☐

Name of Tester: _____ Signature: _____

GENERAL PRECAUTIONS TO BE TAKEN AGAINST FIRE AS PER AS 1674

All hot work is to cease ONE HOUR before the expiry of this PERMIT and a watch of the area to safe guard against FIRE is to be undertaken if required

All necessary precautions have been taken to avoid possible fire or explosion hazards and permission is given for arc and/or flame cutting, flame heating and arc or gas welding operations to be carried out conforming with the above instructions.

Name of fire watch: _____ Signature: _____
(if required)

Permit received by: _____ Signature: _____

Issued By: _____ Signature: _____

Responsible Officer / Bellala / Honeywell Limited

(circle as appropriate)

ON COMPLETION OF HOTWORK

Has work area been monitored for one hour after completion of hot work. Yes ☐ No ☐

Signed: _____ Tradesman

Signed: _____ Responsible Officer / Bellala / Honeywell Limited
(circle as appropriate)

Return of Permit:

This permit was returned/cancelled by: _____
(print name) (signature)
(Responsible Officer)

Date _____ Time _____ am / pm

The work site has been inspected by the undersigned at the expiry/cancellation of this **HOT WORK PERMIT** and declared **SAFE** for normal operation to resume:

(print name) (signature)

ANY CONTRACTOR SETTING OFF FIRE ALARMS OR USING BUILDING FIRE EQUIPMENT WILL INCUR ALL COSTS TO AFFECT REPLACEMENT AND REPAIRS.

In the event of a fire, notify the Responsible Officer

CONFINED SPACES WORK PERMIT

Confined Spaces include:

- The space between a structural concrete slab and false ceiling where services pass or are installed.
- A roof space that does not provide a flat standing area, adequate standing height for the total area and / or a clear exit - entry point greater than 600mm wide x 2050mm high.
- An under floor space that does not provide a flat standing area, adequate standing height for the total area and / or a clear exit -entry point greater than 600mm wide x 2050mm high.
- A vessel designed to contain liquid or gas which does not provide a flat standing area, adequate standing height for the total area and / or a clear exit -entry point greater than 600mm wide x 2050mm high.
- A services plant room, building riser, duct, air handling unit etc that does not provide a flat standing area, adequate standing height for the total area and / or a clear exit -entry point greater than 600mm wide x 2050mm high.

Notes:

- Permit valid for one day only.
- Notification to security prior to commencement of works.
- This permit does not apply for hot works.

Date: _____

Building: _____

Floor: _____

Location: _____

Name: _____

Company: _____

Describe Entry/Exit:

Ventilation Measures:

Lighting Requirements:

Protective Equipment:

Communications
Equipment:

Assistance/Watcher

Signature

Date

Signatures

Bellala Representative

Employee/Contractor (IN)

Assistant (IN)

Employee/Contractor (OUT)

Assistant (OUT)

Confined Space Pre-Entry Checklist and Permit

This checklist must be filled out whenever workers enter a permit required space. A copy of the safe entry procedure must be available at the entry point to the confined space.

	<u>OK</u>	<u>Action Needed</u>
Did you survey the surrounding area to show it to be free of hazards such as drifting vapors from tanks, piping, or sewers?	_____	_____
Does your knowledge of industrial or other discharges indicate this area is likely to remain free of air contaminants while occupied?	_____	_____
Are you trained in operation of the gas monitor to be used?	_____	_____
Has a gas monitor functional test been performed this shift on the gas monitor to be used?	_____	_____
Did you test the atmosphere of the confined space?	_____	_____
(a) Was oxygen content between 19.5 percent and 23.5 percent?	_____	_____
(b) Was flammable vapor less than 10 percent of LEL/LFL?	_____	_____
(c) Were tests for toxic materials less than TLV/PEL?	_____	_____
Have all sources of hazards been isolated from the confined space?	_____	_____
(a) Have all pipes been blanked?	_____	_____
(b) Have electrical and mechanical hazards been locked and blocked?	_____	_____
Is all rescue equipment called out in the safe entry procedure available outside the confined space?	_____	_____
Will the atmosphere be continuously monitored while the space is occupied, if required by entry procedure?	_____	_____
Have the facility emergency and rescue services been notified that a confined space entry is about to be made?	_____	_____
NOTICE: If any of the above questions are answered "Action Needed," do not enter the confined space until the conditions are corrected.		
Authorized Entrant	_____	
Confined Space Attendant	_____	
Bellala Representative	_____	

DAILY WORKS AUTHORISATION

188 Collins Street

To be completed by contractors on arrival and departure

ARRIVAL			
<i>Date</i>	<i>Company name</i>	<i>Company phone</i>	
<i>Contractor name</i>		<i>Contractor mobile</i>	
<i>ID badge issued</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>ID badge number</i> ()	<i>Keys issued</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Is this a repeat visit to the same job</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>Check in time</i>		<i>Estimated time on site</i>	
Location		Description of work	

RISK LEVEL GUIDE	SAFETY INFORMATION
	Important Note: Contractor must answer all questions prior to starting work.
<u>Level 1</u> <i>Routine/Low Risk</i> (No attachment required)	(1) Have you been site inducted? Yes <input type="checkbox"/> No <input type="checkbox"/> (2) Have you been shown the area you will be working in to your satisfaction? Yes <input type="checkbox"/> No <input type="checkbox"/> (3) Have potentially hazardous areas been identified to your satisfaction? Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Level 2</u> <i>Moderate/High Risk</i> (Attach safe work practice Form)	(4) Are you aware of the emergency evacuation procedure? Yes <input type="checkbox"/> No <input type="checkbox"/> (5) Are you familiar with critical locations, incl. first aid facilities and fire exits? Yes <input type="checkbox"/> No <input type="checkbox"/> (6) Are you using any hazardous substances or dangerous goods? Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Level 3</u> <i>Abnormal Work</i> (Attach risk assessment by Contractor & Bellala)	(7) Are you using mobile plant, such as scissor lifts or elevated work platforms? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes" please attach a copy of the inspection log book checks (8) What risk level of work are you performing? Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/>

IN THE EVENT OF A BUILDING EVACUATION, THE CONTRACTOR IS TO RETURN TO THE SECURITY DESK AND AWAIT FURTHER INSTRUCTION

WORK DETAILS		
Will you be in a confined space or require high access? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you require a service isolation or hot work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will there be a high noise level or penetration of a fire wall? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If any boxes above were answered 'Yes' then a permit must be issues before work is started.</i> <small>Only Bellala staff can approve works when a work permit is required.</small>		
Have the appropriate Work Permits been issued? N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contractor signature		Bellala approval

DEPARTURE		
Are all services returned to normal? Yes <input type="checkbox"/> No <input type="checkbox"/> Job status:		
Check out time	ID badge returned Yes <input type="checkbox"/> No <input type="checkbox"/>	Keys returned Yes <input type="checkbox"/> No <input type="checkbox"/>
Contractor signature (sign out)		Bellala/Security signature

HIGH ACCESS WORK PERMIT

High Access work includes:

- Work on a platform greater than 1 metre in height above the floor
- Work on ladders greater than 4 metres
- Access to Building Maintenance units
- Work in lift shafts (lift service staff excepted)

Notes:

- Permit valid for one day only.
- Any ladders to have current inspection tags affixed.
- Suitable barricading below work area to be installed.
- Safety restraint to be provided and used where necessary.
- This permit does not apply for confined spaces or hot work.
- This permit applies for roof access.

Date: _____ Building: _____

Floor: _____

Location: _____

Name: _____

Company: _____

Describe Works:

Equipment required for
high access

Barricading and Restraints

Protective Equipment:

Communications
Equipment:

Assistance/Watcher

Signature

Date

Signatures

Bellala Representative

Employee/Contractor (IN)

Assistant (IN)

Employee/Contractor (OUT)

Assistant (OUT)

PENETRATION PERMIT

Permit for penetration of walls or floors applies where:

- New services are required to pass through or into walls or wall cavities.
- Walls are masonry or cement
- Walls are designated or tagged as having fire resistant properties
- Integrity of the building or area may be compromised

Notes:

- Permit valid for one day only.
- All penetrations are required to be made good.
- Any debris is to be removed.
- Penetrations to fire walls are to be made in such a way that fire resistance is maintained.
- This permit does not apply for confined spaces or hot work.

Date: _____ Building: _____
Floor: _____
Location: _____

Name: _____

Company: _____

Describe Works:	
Number and Size of Penetrations:	
Services Impacted	
Protective Equipment:	
Communications Equipment:	
Assistance/Watcher	

	Signature	Date
Signatures		
Bellala Representative	_____	_____
Employee/Contractor (IN)	_____	_____
Assistant (IN)	_____	_____
Employee/Contractor (OUT)	_____	_____
Assistant (OUT)	_____	_____

SERVICES ISOLATION PERMIT

Isolation of services where required for associated works:

- Isolation of electrical services - as per site operating procedure
- Isolation of water - as per site operating procedure
- Isolation of gas - as per site operating procedure
- Isolation of ventilation/air conditioning - as per site operating procedure
- Isolation of essential services - as per site operating procedure

Notes:

- Permit valid for one day only.
- Services to be isolated by Bellala staff only.
- Lockout/Tag out procedure to be followed.
- Notification of Security and other affected parties as per operating parties.
- This permit does not apply for confined spaces or hot work.

Date:	_____	Building:	_____
		Floor:	_____
		Location:	_____
Name:	_____		
Company:	_____		
Describe Works:	<div style="border: 1px solid black; height: 25px;"></div>		
Services to be isolated	<div style="border: 1px solid black; height: 25px;"></div>		
Areas Impacted	<div style="border: 1px solid black; height: 25px;"></div>		
Protective Equipment:	<div style="border: 1px solid black; height: 25px;"></div>		
Communications Equipment:	<div style="border: 1px solid black; height: 25px;"></div>		
Assistance/Watcher	<div style="border: 1px solid black; height: 25px;"></div>		

		Signature	Date
Signatures	Bellala Representative	_____	_____
	Employee/Contractor (IN)	_____	_____
	Assistant (IN)	_____	_____
	Employee/Contractor (OUT)	_____	_____
	Assistant (OUT)	_____	_____

Danger/Out of Service Tags



A rectangular tag with rounded corners and a hole at the top. It features a black header with the word "DANGER" in white. Below the header, the text "OUT OF SERVICE" is prominently displayed in large, bold, black letters, followed by "DO NOT OPERATE" in a smaller, bold, black font. At the bottom, there are three lines for handwritten information: "TAG PLACED BY:", "DEPARTMENT:", and "DATE: TIME:".

DANGER

OUT OF SERVICE

DO NOT OPERATE

TAG PLACED BY: _____

DEPARTMENT: _____

DATE: _____ TIME: _____



A rectangular tag with rounded corners and a hole at the top. It features a black header with the word "DANGER" in white. Below the header, the text "DO NOT OPERATE" is prominently displayed in large, bold, black letters. At the bottom, there are two lines for handwritten information: "SIGNED BY:" and "DATE:".

DANGER

DO NOT OPERATE

SIGNED BY: _____

DATE: _____

7. Contact List

Bellala Contacts

Andrew Cashin (Operations Manager)	Phone	0407 544 522	Fax	6270 1211
Richard Apted (Superintendent)	Phone	0438 327 214	Fax	6270 1211
Geoff Spriggs (Supervisor)	Phone	0459 131 885	Fax	6270 1211

188 Security

Office - 24hrs	Phone	6270 1222
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8. Compliance Agreement

I _____ of _____

have read and understand the Bellala Contractor Induction Program and agree to comply with the requirements outlined therein AT ALL TIMES whilst working on site at 188 Collins St Hobart, Tasmania.

I also commit to ensuring that any employee or subcontractor retained by me complies with these requirements.

Signed by me _____

Dated _____

Daytime Contact Number _____

In the presence of the nominated representative

Name _____

Signed _____

Dated _____