



Property Services

Design Standards Brief

Section 15 – Instructions to Contractors

Issue 6

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15.1 INTRODUCTION

Instructions to Contractors – **Section 15** and Occupational Health & Safety – **Section 16** are provided to ensure that the Contractors and their employees are informed of their obligation whilst engaged to carry out works on RMIT Campuses.

It is emphasized that disruption to RMIT teaching programmes is unacceptable and construction work is to be carried out in a manner that will cause the minimum of inconvenience to students and staff.

Sections 15 and 16 are complimentary and form part of the conditions of engagement.

15.2 INDUCTION BY PROJECT ARCHITECT

An induction process of all Contractors on site is to be implemented by the Project Architect to ensure that occupants are advised in advance of any works to be carried out. The procedures adopted are to be strictly adhered to by all concerned in order to create the minimum inconvenience to students and staff.

Health & Safety Requirements

The Contractor shall take all necessary precautions in connection with the work in order to ensure the health and safety of University personnel, the Contractor, the Contractor's staff and sub-contractors, and third parties.

The Contractor shall, in the execution of the work, comply with the following requirements regarding health and safety:

- Comply with all relevant requirements of the Victorian Occupational Health and Safety Act 2004 (the Act) and all the subsidiary Occupational Health and Safety Regulations 2007 and relevant standards;
- Local, national or the University's own policies procedures and guidelines, which ever are the most stringent, unless specified otherwise;
- Health safety and environment requirements specified in the Contractor Work Permit, or specific documentation provided, where applicable.

Any failure by the Contractor in complying with the requirements specified in this clause shall be regarded as a breach of the contract and the provisions herein as to remedy in the event of default, suspension or discontinuance of the work may be implemented. In particular, the University shall be entitled to immediately suspend the whole or part of the work, at the Contractor's expense, until any such failure has been remedied.

Compliance with any of the provisions of this clause may be audited at any time by the University.

15.3 RIGHTS OF RMIT

RMIT Projects personnel shall, at all times have the right to attend site meetings or enter on the site by arrangement with the Contractor or the Project Architect. Sufficient and safe access to the works is to be provided for such inspections. At various stages of the project visits will be arranged for User Groups, however all access must be approved and arranged by the RMIT Project Manager.

15.4 AUTHORITY TO GIVE INSTRUCTION

The Contractor shall not accept instructions relative to this contract other than those issued by the Project Architect or by such persons as shall be nominated in writing by the RMIT Project Manager. Should a breach in safety be observed by senior RMIT staff members it shall be immediately reported to the RMIT Project Manager who will advise the contractor and the Project Architect of the safety issue. This action will not diminish the responsibility of the Contractor or the consultants.

15.5 PRINCIPAL'S CONFIDENTIALITY

The Contractor shall not (either whilst the Works are in progress, or after completion of the Works), disclose or permit disclosure by or to anyone, of any matter or thing relating to the site of the Works nor cause or permit such disclosure to occur on any film, photograph, video, soundtrack, printing or other media (whether for public broadcast or otherwise), as a direct or indirect result of the Contractor's possession of the site of the Works.

15.6 PARKING, ACCESS AND RESPONSIBILITY FOR DAMAGE

The Project Architect shall define on a contract document, parking areas and routes of access to the site after due consultation with the RMIT Project Manager. The documentation will also indicate permission to use routes or areas other than those so defined shall be given only in special circumstances. In general, movement of construction traffic through areas already occupied by RMIT is to be avoided.

The Contractor shall provide such temporary paved areas, temporary roads, washing down facilities and associated drainage, etc. as are necessary to ensure that mud is not carried onto adjacent roadworks or paved areas by vehicles leaving the site. Roads and paths, if fouled by spoil, concrete or other material, shall be cleaned immediately to the extent of washing if necessary or as directed. The Contractor shall be held responsible for all damage caused by construction traffic (whether his own or that of Subcontractors or suppliers), workmen's vehicles etc. and shall maintain the access roads through the course of the project.

The documentation will also indicate on-site parking, storage areas and any other features and facilities of the campus the contractor needs to be aware of to enable the work required to proceed without adversely affecting the safe operation of the University.

15.7 CONTRACTOR'S MOVEMENTS AND ACTIONS ON CAMPUS

RMIT Campus Parking and Traffic Regulations are enforceable through the PERIN court system, i.e. any breaches of the RMIT Parking and Traffic Regulations may incur infringement notices, enforceable by law. Parking information/rules is obtained from the Security Control Centre.

Access to the site of the works shall be as directed by the RMIT Project Manager for the delivery of plant and materials, and for the Contractors, Subcontractors and suppliers. At the Bundoora campus they shall **ALL** report to the Security Control Centre to be logged in and be issued with Contractors' Parking Permits and directions relative to parking requirements.

Contractors shall exercise control over their staff, workmen, Subcontractors, suppliers, etc. with regard to their movements on the campus within RMIT's controlled roads and shall ensure that

the applicable traffic and parking regulations within each campus are complied with at all times. Refer also to **Clause 15.15** for access identification requirements.

15.7.1 Speed Limits

Refer to the current restrictions applicable to each campus or as otherwise directed by RMIT Security.

Bundoora Campus Roads & Carparks	15km/h
Brunswick Campus Roads & Carparks	15km/h
City Campus Roads and pedestrian ways	8km/h

15.7.2 Parking Restrictions

Vehicles are permitted to stand in authorized areas only. Persons parking or standing in unauthorized area will be subject to prosecution.

15.7.3 Contractors' Parking Areas

Specific parking areas allocated to the Contractor and his agents together with appropriate Parking Permit Cards which must be displayed at all times on the vehicles' windscreens. It is the Contractor's responsibility to issue Permit Cards to appropriate workmen, etc. including compliance with the following:

Delivery Times

Access for major deliveries will be restricted to before 9.00a.m.

Vehicle Emission Control

All vehicles are to have motor turned off whilst loading or unloading.

Restricted Access Times

On Saturdays, Sundays, Public Holidays and University Holidays the University is open between 8.00a.m and 5.30p.m. At all other times the Campus is open from 7.00a.m to 10.00p.m.

City Campus

Parking is not available on the City Campus and the Contractor is to arrange with RMIT Security Control Centre for limited access for delivery of materials, plant and equipment. Deliveries should be arranged out of hours to limit inconvenience to University operation. Particular requirements, including space for a rubbish skip, when necessary shall be negotiated with the Project Architect.

Bundoora & Brunswick Campuses

Carparking for Contractors' personnel will be available in the University's designated carparks. Limited parking on-site will be allocated for the Contractors site representative and for the loading and unloading of materials.

Allocation of parking space on campus is restricted and available only on a day to day basis, and is controlled by RMIT Security and allocated only when parking space is available. Particular requirements, including space for a rubbish skip, when necessary shall be negotiated with the Project Architect. A vehicle motor is not to be left running in the service tunnel on the Bundoora site.

15.8 SITE SECURITY

The Contractor shall be wholly responsible for the proper and adequate safeguarding of the Works and of fixed and unfixed materials on the site during both working and non-working hours. This shall include but not be restricted to the risk of fire, water penetration damage, theft, loss and interference.

No claims for extensions of time or extra costs will be allowed in respect of damage or loss of materials or interruption of work due to the Contractor's failure to adequately safeguard the Works.

At all intervals between work (e.g. overnight, public holidays, weekends, shutdowns) the Works shall be left in a secure condition and not be left in a condition considered to be an enticement for trespass, theft or other interference, either with the Works or the building itself. Access to the upper parts of the building shall be secured during such periods.

15.9 BUILDING KEYS

All keys to completed buildings are required to be individually mounted on a board, numbered in accordance with the room numbering system and handed to RMIT via the Project Manager or Project Architect upon the date of Practical Completion. Master and sub-master keys are to be forwarded direct to the University Locksmith.

Refer to **Clause 2.12.3** for Keying requirements.

15.10 HOURS OF WORK

The Contractor is advised that work on the site is normally confined to within the hours of the campus, i.e. on Saturdays, Sundays, Public Holidays and University Holidays, the campus is open between 8:00am and 5:30pm. At all other times the campus is open from 7:00am to 10:00pm. Should overtime work be required in order to progress in accordance with the programme this will be subject to prior arrangement with the Project Architect. The necessary local Council permits/approval shall be obtained where necessary.

The University may require certain parts of the Works to be undertaken outside normal University lecture and examination times in order to avoid disturbance. The Contractor is to allow for the necessary out of hours works to avoid disruption to the operations of the University within the tender and no additional costs will later be considered.

A schedule of lecture and examination timetables will be made available to Contractors during the tender period.

Noisy work will be programmed to ensure minimal disruption to University occupants and visitors. Refer also to **Clause 15.12.1**.

15.11 SALVAGED MATERIALS

Prior to commencement of any demolition works, a list of materials to be salvaged and handed to RMIT shall be prepared by the Project Architect in conjunction with the RMIT Project Manager for possible re-use on other projects.

15.12 CONTRACTOR'S RESPONSIBILITY TO OCCUPANTS AND OTHERS

15.12.1 Noise and Other Nuisance

The works shall be carried out in and around existing buildings in a manner so as to cause the least possible inconvenience to the public, University staff, students and visitors.

All major demolition activities and those that are disruptive to RMIT occupants are to be carried out prior to 9.00 a.m.

The Contractor shall take all practicable precautions to minimize noise resulting from his activities. All construction equipment shall be fitted with noise suppressors, acoustic linings or shields. All tools and silencers shall be kept in good working order at all times.

Permission shall be obtained before carrying out work involving high level noise.

Compliance with the Occupational Health and Safety Regulations 2007, Part 3.2 - Noise and all Guidelines concerning noise and nuisance arising from the contract being carried out.

In all aspects, the Contractor shall take all reasonable precautions to minimize disruption to the General Public in and around the building and elsewhere including, but not be limited to, the following items:

- Installation of temporary dust and protecting screens;
- Limiting noise levels and vibration during the Works from tools, plant and operation;
- Respecting the rights and privacy of the building occupants, contents and general public;
- Not using radios, cassettes or devices capable of similar outputs to play music or other broadcasts;
- Not using offensive language within the hearing of building occupants, users or the general public; avoiding offensive behaviour such as wolf whistling;
- RMIT is an educational environment and behaviour including sexual harassment and discrimination will not be tolerated. In Victoria there are a number of attributes protected by the Equal Opportunity Act 1995 including race, disability or impairment, religious belief or activity, industrial activity, sex, sexual orientation. Sexual harassment is unwanted sexual conduct that makes a person feel offended, humiliated or intimidated. Sexual harassment is unlawful under the Equal Opportunity Act 1995 and the Sex Discrimination Act 1984 (Cth). Any contractor participating in such behaviour may be directed to leave RMIT at the discretion of the Project Manager;
- Limiting offensive odours arising from the Works;
- Avoiding whenever possible the need for shouting in order to communicate;
- Provision and enforcement of suitable rules amongst the Contractor's staff and Sub-contractor's, suppliers of others working at the Contractor's instruction concerning the use of proper toilet facilities and the avoidance of spitting on site;
- Consumption of alcohol and use of illegal substances whilst on University premises is strictly prohibited;
- The avoidance of litter, trails of dirt and dust etc;
- Dogs are **NOT** permitted on campus grounds unless to assist a visually impaired person and are to be restrained and securely tethered at all times;
- Adjoining buildings, occupiers and the public shall be protected against dust, dirt and water nuisance. The Contractor will be responsible for and will be deemed to have made due allowance within the tender;
- Existing furniture, fittings and equipment shall be protected from damage caused by building operation or dust. Existing fittings and fixtures are not to be used as working platforms for access;

- Contractors and Subcontractors' workmen must not venture into RMIT adjoining occupied buildings without the express permission of RMIT;
- Permission will not be granted to use toilet accommodation in the adjoining buildings;
- Smoking is prohibited with in all University buildings & building sites;
- Prodding of fire doors open for convenience or access is prohibited.

15.12.2 Safety Provisions

The Contractor is to take all reasonable measures to ensure the safety of the building tenants, their visitors and the general public.

All reasonable measures shall include, but not be limited to, the following items:

- Provision of suitable security measures to prevent all unauthorised access to the work area including that by inadvertent and intentional reason;
- Abiding by all statutory authority regulations and guidelines concerning occupational health and safety and public safety relevant to the Works;
- Identifying, requesting in advance with reasonable notice, and enforcing all measures required within the building to ensure the safety of occupants and contents;

The Contractor, together with all its employees and sub-contractors, must conform to RMIT Occupational Health and Safety Policies and Procedures, and with the requirements of relevant legislation and standards.

15.12.3 Disability Provisions

During building works consideration should be given to the inconvenience caused to people with sight and mobility disabilities. Signage may be required to indicate new access routes (including wheelchair access) to surrounding buildings.

It is important that holes in the ground or physical changes such as low walls, bollards, etc. are clearly defined to allow people with sight impairments to negotiate the area.

15.12.4 Maintaining Services

Throughout the contract, the Contractor is to ensure all essential services remain available for the building occupants and users without disruption resulting directly or indirectly from the Works.

15.12.5 Prior Warning of Inconvenience

The Contractor is responsible for foreseeing all instances of inconvenience or disruption arising from the Works that will affect building occupants.

The Contractor is responsible for providing reasonable notice to the building occupants of this inconvenience or disruption. The Contractor is to notify the Project Architect at least ten working days in advance of such disruption or inconvenience arising. The Contractor is to provide details of the nature of the inconvenience or disruption.

The Project Architect in consultation with the University reserves the right to refuse the timing of the inconvenience or disruption on reasonable grounds up to two working days before the event is due to take place, and request an alternative timing or method of work be proposed by the Contractor. Such refusal shall not be grounds for any additional allowances of time or price.

The responsibilities of the Contractor to the occupants will apply during and outside working hours including any out of hours working that may be undertaken.

In the event of out of hours working being anticipated by the Contractor, the Contractor is to notify the Project Architect of the need for this at least ten working days in advance. The Contractor is to identify the timing and nature of work to be undertaken and any disruption or inconvenience that could be foreseen as being associated with it.

15.13 SURVEY OF ADJACENT PREMISES

Before commencing any works on site, the Contractor shall:

- carry out a detailed survey of all buildings and other works adjacent to the site of the works as detailed in the contract accompanied by the architect.
- record the condition of all visible defects of each building by means of photographs, drawings and description as necessary.

Copies of these documents signed by the Contractor shall be lodged with the Project Architect who shall check and endorse the copies as being a true and accurate description.

An endorsed copy for each building and other works shall then be lodged with the Project Architect who shall arrange a joint inspection on site with the Contractor prior to completion of the works to review the defects listed. Additional defects that the Project Architect believes have resulted from building work under this contract shall be repaired by the Contractor prior to granting of Practical Completion.

15.14 DAMAGE TO ADJACENT PROPERTY

The Contractor shall be responsible for and shall make good any damage to adjoining surfaces, finishes, buildings, grounds, roads, footpaths, crossovers, street channels, street kerbs or any other adjoining property that arises out of or can be attributable to the execution of the Works.

The final certificate shall not be taken to relieve the Contractor from liability for any damage caused to adjacent buildings or other property due to the negligence of the Contractor in carrying out the works.

15.15 ACCESS TO UNIVERSITY PREMISES

The University requires contractors and their employees to be issued with an identification and electronic access card via Security or the Projects Branch. Details of conditions of issue are included in **APPENDIX 15.A**.

Application for the issue of Access Cards is as **APPENDIX 15.A.1**

15.16 ACCESS OUT OF HOURS

Should the Contractor require access to existing buildings out of hours, the University Security Branch is to be advised 24 hours prior, on the proforma included as **APPENDIX 15.A.1**. Notification is via the RMIT Project Manager.

15.17 PRESERVATION OF BENCHMARKS

The Contractor shall preserve benchmarks intact at all times. If, for any reason, any are removed or obliterated they shall at the cost of the Contractor, be replaced by a Licensed Surveyor approved by RMIT.

15.18 SITE BOUNDARIES

The Project Architect shall define individual site boundaries on a contract document after due consultation with RMIT. The Contractor may, from time to time, obtain approval to occupy areas outside the designated site boundaries, in which case RMIT shall have the right to revoke such approval at any time and the Contractor shall vacate the area concerned and return it to its original condition without cost to RMIT.

15.19 BOUNDARY FENCES AND HOARDINGS

Where enclosures are considered necessary, the Contractor will arrange for a two meter high chain wire fence or solid panel hoardings to be erected around the nominated site boundaries. The contractor is to obtain all necessary permits from statutory authorities.

The Contractor shall be required to maintain the fencing or hoardings during the course of the Contract in good condition free of posters and graffiti and to remove same at the conclusion of the contract and reinstate as required to existing condition.

The Project Architect shall define the extent and location of enclosures after due consultation with RMIT.

Overhead gantries and covered ways shall be provided where either work activities or lifting are undertaken in close proximity to adjoining pathways etc.

15.20 SHEDS, TOILETS AND GENERAL SITE APPEARANCE

The Project Architect shall define locations of sheds, toilets, etc. after due consultation with RMIT. All temporary structures erected on site by the Contractor shall be maintained to present a neat, clean and orderly appearance including the condition of paintwork and structural repair. Any reflective surface, including the roof of temporary structures causing interference to normal operations shall be suitably treated to eliminate such interference. All sanitary accommodation supplied by the Contractor shall be connected to the relevant Authority's sewers. The Contractor shall keep the site tidy and well drained at his expense.

The Contractor shall note that the plant rooms must **NOT** be used for storage of any plant or materials or as a lunch room, office or amenities area.

On site facilities may be provided by RMIT subject to approval by the Project Architect and the University Project Manager.

15.21 CLERK OF WORKS OFFICE (WHEN REQUIRED)

The Contractor is to provide, service and maintain an office for the use of the Clerk of Works when directed by RMIT. Furnished with the following:

Writing Desk	Filing Cabinet
Chair	Air Conditioning
Plan Desk	Hard Hat
Telephone/Fax (separate lines)	Safety footwear and jacket
Electric Lighting	Electric Heating

The office is to be ready for occupation before any major site operations commence. The office is ideally to be sited overlooking the works.

15.22 CONTRACTOR'S TEMPORARY SERVICES

15.22.1 Water Supply

RMIT will provide water free of charge to the Contractor at a point or points to be decided prior to tendering. The Contractor must bear the cost of all tapplings, reticulation, etc. for his own use including the maintenance and the removal of the service upon completion.

15.22.2 Electricity

The Contractor shall arrange temporary connection of electricity to the site with the relevant supply authority and shall pay all associated charges/fees unless agreed otherwise with the Project Architect in consultation with the RMIT Project Manager.

Under no circumstances is the contractor to connect the existing power supply without the consent of the RMIT Project Manager. The Contractor is to liaise with the RMIT Project Manager concerning requirements in respect of these supplies. Cost of any connections to the distribution board shall be the Contractor's responsibility.

The Contractor shall be responsible for all electrical safety on the site and shall supply all necessary leads, sockets, plugs and equipment which shall maintain and keep in good and safe working conditions. All temporary electrical installations shall comply with the requirements of all relevant codes and standards and relevant Authorities.

15.22.3 Telephones

The Contractor shall make all necessary applications for the installation of telephones and shall pay all installation and service charges.

External audible bells or sirens must **not** be fitted to any site phone including telephones installed by Subcontractors.

15.22.4 Sanitary Accommodation

Toilet accommodation and washing facilities if available shall be provided to the extent to which the University is obliged to provide.

It shall be the Contractor's responsibility to ensure that the ablution facilities are kept in a clean, sanitary and tidy state.

Toilets in areas of the building other than those designated are not to be used by the Contractor.

Where sanitary accommodation is unavailable it is to be provided by the contractor. Such facilities shall be in accordance with the requirement of the relevant authorities and industrial agreements.

15.23 SIGNS

The Contractor or his Subcontractors and suppliers shall not erect or cause to be erected, any signs, notices, signposts or advertisements on or near the RMIT site, except where specifically allowed by RMIT. Graffiti on Plant, equipment, materials or other items associated with the works is not permitted.

15.24 BUILDING SET-OUT

The Contractor, upon taking possession of the site, is required to carry out a check survey of existing levels and verify to the Project Architect that these are in accordance with the contract documents prior to the commencement of site works or bulk excavations.

Contract documents are to include a set-out of the project carried out by a licensed surveyor appointed by the Project Architect.

Upon completion of the project a check survey is to be made and the exact relationship of the building to adjacent structures is to be recorded.

A copy of both survey reports (both hard copy and disc) shall be provided to RMIT for record purposes.

15.25 FINISHED LEVELS

Site plan and elevation drawings require the Contractor to reduce levels from the RMIT site survey drawings for a distance of two metres from all elevations to finish 150mm below the nominated finished levels or alternatively built up where necessary with consolidated clay fill. Invert levels of all weepholes and drainage outlets should be established at a minimum height of 80mm above the previously nominated finished levels.

15.26 EXISTING SERVICES – DETERMINATION PRIOR TO EXCAVATION

A minimum of five days prior to commencing excavation on site, the Contractor shall forward to the RMIT Project Manager's request for permission to commence any excavation works. Where a trench is deemed to be a confined space, RMIT University's confined space procedures must be followed and a confined space entry permit must be obtained prior to commencement of work. Contractors can refer to the Property Services web page for information on the confined spaces procedures and contacts to obtain confined space entry permits.

Information from available "as built" drawings will be provided by RMIT. RMIT does not accept responsibility for the accuracy of the information supplied and the Contractor shall ascertain the exact location of existing services including undertaking exploratory hand excavation prior to commencing machine excavation. Disruption or damage to the existing services and consequential disruption to RMIT's operation shall be the responsibility of the Contractor and all costs incurred shall be borne by the Contractor.

15.27 EXCAVATION AND TRENCHING

Any excavation and trenching work on University premises will be carried out in accordance with the provisions of the Occupational Health and Safety Regulations and applicable guidance materials and standards.

Underground surveys should be undertaken by the Contractor to identify any underground obstacles, prior to excavations beginning. Any underground obstacles so identified are to be brought to the attention of the University Representative before work continues.

University information in regard to underground obstacles may be deficient; consequently, underground obstacles identified in the above underground surveys must be included in "as built drawings" provided to the RMIT Project Manager on completion of work. Refer also to **Clause 15.28**.

15.28 PROTECTION OF TRENCHES

The Contractor shall ensure that adequate safety barriers are provided and lit where trenches or other excavations are left open and shall provide suitable bridges and hoardings where access is required across them.

15.29 DISPOSAL OF EXCESS EXCAVATED MATERIAL

All excess excavated material shall be disposed of by the Contractor at the Contractor's expense. Topsoil and other selected materials may be disposed of within the University grounds from time to time at the discretion of the RMIT Project Manager.

15.30 DISPOSAL OF CONTAMINANTS

The Contractor and all Subcontractors are to properly dispose of all solid, liquid and gaseous contaminants in accordance with all statutory requirements.

15.31 DISPOSAL OF REFUSE

The contractor is responsible for cleanliness, order and hygiene at the work site. All materials required on site will be stored safely within the boundary of the work site.

Contractor to remove from site all refuse, including food scraps and the like, resulting from work under the contract.

The Contractor is to ensure that all bins and skips are securely covered with tarpaulins each evening to prevent theft and unsuitable materials being deposited in work site bins and skips.

Refuse which is dropped from upper floors shall be discharged in hoppers, shutters, chutes or refuse buckets which are covered or of a design to confine the material completely and prevent dust emission.

Refuse industrial bins for works on the City Campus (area boundary by Swanston, La Trobe, Russell and Franklin Streets) and Bundoora Campus where located on surfaces susceptible to damage shall be limited to mobile bins with rubber tyres or able to be loaded vertically (dragging of bins is prohibited). **University bins are not to be used for the disposal of materials/waste.**

15.32 SOIL EROSION DURING CONSTRUCTION

The Contractor is required to take steps to minimize the amount run-off from the building site during construction. Hosing of construction waste into gutters onto paths or landscape areas is prohibited.

15.33 PROTECTION AND DAMAGE

The Contractor shall be held responsible for the adequate protection of the existing buildings, services, roadways, paths etc. during the Works and shall make good at its expense all damage to them caused by the Contractors operations.

The Contractor shall be held responsible for the adequate protection of services and areas adjacent to the Works, toilets and other areas used by personnel engaged in the Works and

shall make good at the Contractors expense all damage to them caused by the Works, the Contractors personnel or Sub-contractors.

The Contractor shall provide all barricades, covers, screens and all other protective measures as required to safely carry out the Works and as required by the authorities having jurisdiction over the Works.

15.34 PROTECTION OF TREES AND SHRUBS

It is the policy of the University to retain as many of the existing trees and shrubs on site as possible. Therefore no trees or shrubs are to be removed, lopped or trimmed without the approval of the Project Architect after due consultation with the Project Manager. Any trees or shrubs that are within the Contractor's area will be fenced around for protection and will not be considered as Contractor's area. The storage of materials dumping or stacking of building materials or plant near or under trees is not permitted. Where it is necessary to remove top soil or excavate within the dripline canopy, hand methods of excavation are to be adopted. Cutting of the roots or compaction in the vicinity of trees is to be discussed with the Project Manager & Manager of Campus Planning to determine the appropriate procedure.

Failure to seek approval prior to lopping, pruning or excavating adjacent to existing trees or shrubs, will incur a penalty of \$5000 should any damage occur. Excavation in the vicinity of any remnant eucalypt shall not encroach closer to this trunk than one and a half times its dripline and the specified tree protection zone. Refer to **Appendix 15.D** for details.

15.35 POLLUTION REDUCTION

No fume emitting stationary motors such as compressors are permitted in basements or the Service Tunnel Areas. Provision is to be made to locate such machinery outside adjacent to the specified areas.

The Contractor is responsible for avoiding, and protecting against damage from oil spills, other debris and run off from plant equipment.

15.36 INTERRUPTION OF EXISTING SERVICES

Before isolating any section or a service such as electricity, water, gas etc. the Contractor shall notify RMIT through the Project Architect, 72 hours prior in writing to the interruption and describing the nature of the work to be done the time and expected duration. The required interruption shall be lodged on the appropriate form — refer to **Appendix 15.B**. All interruptions shall be kept to the absolute minimum and only at such times as shall be agreed to by RMIT. The Contractor is to allow for all out of hours costs as required to prevent disruption to the operation of RMIT.

The Contractor shall be responsible for the full liaison with the relevant authorities. Similarly the Contractor shall give due notice of intended reconnection of services.

15.36.1 Fire Indicator Board Isolation

Contractors are to be advised that only RMIT Fire Services Staff are authorized to isolate building fire indicator boards. ***Under no circumstances are Contractors permitted to isolate the boards themselves.***

It is the Contractor's responsibility to ensure that the effected fire detection circuits are isolated before any work is commenced on a fire detection system and/or before carrying out any work in fire protected areas that could result in a false alarm occurring. The Contractor shall advise

the Project Manager or Project Architect of the need to isolate fire protective system on the appropriate proforma (refer to **Appendix 15.B**) 72 hours prior to the works being carried out. RMIT Fire Services staff will authorize the isolation with Campus Security and the Contractor will be required to co-ordinate with the campus Security Control Centre and request isolation and advise the building name, areas to be isolated, the Contractor's name and the estimated time of isolation.

Upon daily completion of the work, the Contractor is required to request Security to place the fire indicator board back in service. The Contractor is not to leave the site until Security have advised him the fire indicator board is all clear and back on line.

Under no circumstances are thermal fire detector circuits to be left isolated overnight without written approval from RMIT Fire Services Staff.

False alarms caused by failure to comply with these procedures will result in the M.F.B. false alarm levy and any costs incurred by RMIT being passed onto the Contractor.

15.37 SITE REINSTATEMENT

Upon completion of the project, all miscellaneous footings, crane bases and temporary services are to be removed and the areas returned to its original condition including adjacent landscaped areas.

15.38 SAFETY PROCEDURES

The Contractor is required to implement safety procedures including site induction of employees consistent with the requirements of Occupational Health and Safety legislation, Victorian Building Industry Agreement and RMIT Occupational Health and Safety Policy and Procedures.

Safety Provisions

The Contractor is to take all reasonable measures to ensure the safety of the building tenants, their visitors and the general public. Including erecting protective rings, screen and warning devices.

All reasonable measures shall include, but not be limited to, the following items:

standard

- Provision of suitable security measures to prevent all unauthorised access to the work area including that by inadvertent and intentional reason;
- Where doorways, and/or access to and egress from a building will be affected due to a work site, alternatives must be provided and advance notice of the alterations must be given to the RMIT Project Manager, RMIT Safety, Health & Risk Management Branch and to the building occupants and/or users;
- Abiding by all statutory authority legislation and guidelines concerning occupational health and safety and public safety relevant to the Works;
- Identifying, requesting in advance with reasonable notice, and enforcing all measures required within the building to ensure the safety of occupants and contents;
- Work sites designated as restricted areas will have notice displayed in accordance with Australian Standards for warning signs;
- Temporary electrical leads, hoses or pipes must be suitably supported and/or adequately protected to prevent injury to pedestrians and damage due to vehicles.

The Contractor, together with all its employees and sub-contractors, must conform to the RMIT Occupational Health and Safety Policy and Procedures, and with the requirements of Occupational Health and Safety legislation relevant to the works. Refer to **Section 16** for minimum standards.

15.39 PERSONAL PROTECTION

Where there is a risk of injury to students, University staff or the public, the working area must be defined, a barrier erected and notices displayed to prohibit access by personnel other than those authorized by the Contractor and RMIT; access for students and staff must be maintained.

15.39.1 Personal Protective Equipment

Contractors employees shall be provided with personal protective equipment (PPE) by the contractor which is appropriate for the hazards.

All PPE shall comply with current statutory and standard specifications.

The PPE required shall be listed on the Contractor Work Permit.

The contractor is responsible for ensuring that the PPE provided to employees is used where required.

The contractor shall maintain all PPE in good working order.

The contractor shall provide suitable storage facilities for all PPE.

15.39.2 Housekeeping at Work Sites

The contractor is responsible for cleanliness, order and hygiene at the work site. All materials required on site will be stored safely within the boundary of the work site.

The storage of flammable liquid in bulk at the work site is to be avoided. However, where contractor's vehicles and machinery must be refuelled on-site from drums or tanks, the storage and fire protection arrangements must be approved by the University Representative.

The use of heat, flame and spark producing equipment on a work site is subject to the provisions of the **Contractor Hot Work Permit** (refer to **Appendix 15.F**).

Where there is a possibility that dust, noise, fumes or other emissions from a work site will impinge on areas outside the site and the health, safety or comfort of people outside the site may suffer as a consequence, every effort will be made to:

- (i) control the emission at its source
- (ii) contain the emission within the work site
- (iii) find an alternative work method and or time of work
- (iv) remove people from the vicinity until the work causing the emissions is completed.

Appropriate arrangements will be made in consultation with the University Representative.

Temporary electrical leads, hoses or pipes must be suitably supported and/or adequately protected to prevent injury to pedestrians and damage due to vehicles.

15.39.3 First Aid and Injury Treatment

The Contractor is responsible for providing first aid at the work site in accordance with the Victorian WorkCover Authority legislation and guidance.

The Contractor is required to display, in prominent places at the work site, emergency contact numbers including ambulance, medical services, hospital etc.

The Contractor will notify RMIT Security immediately there is a requirement for ambulance, fire brigade or police attendance at any RMIT campus. The contractor will also notify the Project Architect and the Project Manager.

15.39.4 Incident Reporting

The following procedure will apply to both RMIT employees and Contractors. Where Contractor employees are involved, the Contractor must provide RMIT copy of all documentation.

When an incident or injury occurs the person directly involved shall immediately notify the Site Supervisor or nominated person on site. In the event of an injury, a Register of Injury must be completed by the injured employee as soon as practicable.

Serious incidents and notifiable incidents shall be immediately reported to the RMIT Project Manager. A notifiable incident, as defined in Part 5 of the Victorian Occupational Health and Safety Act 2004, shall be reported to the Victorian Workcover Authority as per the requirements under the Victorian Occupational Health and Safety Act 2004. The Victorian WorkCover Authority requires immediate notification of all notifiable incidents and the scene of the incident must remain preserved.

The Site Manager (or delegated representative) shall investigate the incidents to identify any Occupational Health and Safety Management System/Plan failures.

The RMIT Project manager must be supplied with all documentation provided to the Victorian Workcover Authority.

Copies of all incident reports must be given to the RMIT Project Manager.

15.39.5 Emergency Procedures

Contractors' employees working in RMIT buildings and other protected areas are required to observe the established emergency procedures in those buildings.

They shall respond to all alarms and follow instructions given by authorized staff and/or attending Emergency Services personnel.

Contractors shall prepare local work site emergency procedures in consultation with the RMIT Project Manager.

The RMIT Project Manager will instruct Contractors' employees in precautions and procedures to observe while working in designated hazard areas.

15.40 ASBESTOS AND OTHER HAZARDOUS MATERIALS

A policy to progressively remove asbestos containing and hazardous materials was established by the University in 1988.

Removal of material containing asbestos, lead paint, synthetic fibre or other hazardous materials are coordinated via the Maintenance Manager and the University Hazardous Materials Working Party.

A copy of the Hazardous Building Materials Audit carried out by RMIT shall be made available to the Project Architect to identify its presence and arrangements made for its removal prior to commencing construction on site.

If during the course of construction the Contractor discovers any material suspected of containing asbestos, lead paint, synthetic mineral fibre, hazardous building products, or other identified hazardous materials the Project Architect must be notified immediately. Upon such notification the Project Architect shall advise the RMIT Project Manager who will arrange for testing and if necessary removal of the materials by the specialist contractors at no cost to the Contractor.

The provisions of the "Separate Contractors clause" as the Head Contract will apply to RMIT's asbestos removalists.

Asbestos materials, lead paint, synthetic mineral fibre and other hazardous materials removed/reworked by the contractor shall be carried out in accordance with the legislative requirements.

No time extensions will be authorized for delays due to hazardous materials removal during construction unless the Contractor can clearly demonstrate that the affected area is on the critical path and that work cannot be rescheduled to avoid the affected area for the duration of the removal process.

No asbestos products or asbestos based materials shall be used in any part of this building.

15.41 DESIGNATED HAZARD AREAS/RESTRICTED AREAS.

Some areas of the University are designated as hazardous and/or restricted areas. Unauthorized entry to these areas is strictly prohibited.

Individual pieces of equipment, e.g. a fume cupboard, may also be classified as hazardous.

The RMIT Project Manager will make the necessary arrangements for contractors to enter and work in these areas prior to the commencement of work.

Any monitoring, disinfection or other special protection requirements will be arranged by the University Representative.

The University Representative will instruct Contractor's employees in the precautions and procedures to observe while working in designated hazard areas or restricted areas.

15.42 LABORATORY ACCESS

Prior to works being carried out within existing Laboratories (ie Teaching, Research, or Computer Laboratories) the Contractor shall advise the Project Architect & Project Manager of the need for access and of the works to be carried out. The contractor is to advise the Project Architect on the appropriate Proforma (included as **APPENDIX 15.A**) 72 hours prior to the works commencing. The requirement to obtain the Laboratory Manager's advice on hazards present and works to be carried out is to ensure minimum disruption to the teaching programme and the protection of contractors and staff and equipment.

Safe work methods statements must be developed for all works in consultation with the laboratory manager prior to entry into and work commencing in any existing laboratory.

15.43 ROOF ACCESS REQUEST/APPROVAL

To maximize safety on RMIT Building Roofs, a process has been established to ensure that authorized persons, approved to access roof area do so. Justification for specific areas will need to be presented for consideration.

Access Arrangements:

- Approval is to be sought from the RMIT Project Manager 72 hours prior to required access. (refer to **APPENDIX 15.C**).
- A roof access permit must be obtained from the Facilities Services Building Coordinator – city for access to all RMIT Rooftops for City, Bundoora, Brunswick and Hamilton Campuses. The permit for access is to be submitted to RMIT Security for access card activation.

15.44 FIRE PROTECTION

To minimize fire risk during construction, the Contractor shall provide an adequate number of fire extinguishers throughout the site. The Contractor shall as early as practicable, install and

temporarily equip the fire hydrants where nominated in the contract. Fire safety equipment/installation as required by the building permit for construction.

- The contractor is responsible for fire protection at the work site.
- Fire prevention shall be taken into consideration when determining work methods and selecting tools and equipment for use at the work site.
- Any RMIT fire fighting equipment left in place at a work site shall be kept in good order and condition and accessible, ready for use if required.
- Additional or alternative fire fighting appliances may be required at a work site. Arrangements will be made after consultation between the RMIT Project Manager and the contractor.
- Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered by the Contractor without the authorisation of the RMIT Project Manager.
- Should the Contractor any activate fire alarm that incurs any costs, those costs shall be passed onto the Contractor at fault.
- All fires will be reported by the Contractor to the Metropolitan Fire Brigade or to the Country Fire Authority for action as appropriate. The RMIT Project Manager will also be notified and incident details will be recorded on the Contractor's Incident/Accident notification form.
- All RMIT portable and extendable fire fighting appliances must be left at their designated locations and additional portable fire fighting appliances may be provided by the Contractor at their discretion.
- Work involving the use of naked flames in the open will be subject to Victorian Total Fire Ban Day restrictions.
- Contractors will be responsible for cleaning & recalibrating all detection equipment. eg Smoke detectors, aspiratic detection equipment

15.45 DANGEROUS GOODS HELD ON THE CONSTRUCTION SITE

The storage of flammable liquid in bulk at the work site is to be avoided.

Planning (inventory and calculations from the Occupational Health and Safety Dangerous Goods Regulations) and provision of appropriate HAZCHEM signage whilst the responsibility of the Contractor (under the Project Architect's supervision) shall be done in consultation with RMIT's Health and Safety Team.

Small quantities of flammable liquid, for example solvent based paints and enamels, may be kept near the point of use, providing suitable sealed containers are used, there are no open flames or spark generating equipment in the vicinity, and adequate fire protection equipment is at hand.

Cylinders of flammable and non-flammable compressed gases may be taken on-site for use, for example *oxy-acetylene sets, fuel for LPG fork lift truck, but spare cylinders must be stored in accordance with the provision of the Dangerous Goods (Storage and Handling) Regulations 2000.

Material Safety Data Sheets for all chemicals including paints used on site should be held by the Contractor, and a copy should be lodged with RMIT's Health & Safety Team via the Project Manager or Project Architect. This will assist in management of spills or odours generated by the contract works.

Stocks of chemicals and other hazardous or dangerous goods should be kept to a minimum geared to a daily needs basis. Appropriate materials for clean up should be located nearby.

15.46 NIGHT LIGHTING

The Contractor shall provide night lighting for any part of the works which is potentially hazardous and which is not fully protected from contact by a person; the Contractor shall provide night lighting for any part of the works if directed by the Project Architect to do so.

15.47 WELDING, CUTTING OR GRINDING IN SITU

All operations shall be carried out in accordance with appropriate legislative requirements and Australian Standards. Some important features of the code follows.

Before work is commenced a Hot Work Permit must be issued to the Contractor. A permit form is included in **APPENDIX 15.F**. In sprinklered buildings no permit should be issued unless the installation is in commission.

Before issue of the permit the Contractor shall inspect the site and ensure that:

- a) All combustible materials are moved at least 10 metres clear of the work.
Where this is not practicable combustible materials, including structural timber, are kept damp or shielded against the gas flame, sparks, slag or falling hot metal by sheet metal, asbestos, fire resistant curtains, or similar (not ordinary tarpaulins).
- b) Any floor openings within 10 metres are covered, or if not possible, the floor below is protected.
- c) The area on the opposite side of a wall through which heat from a torch or flame might be conducted is clear of combustibles.
- d) A person is designated to stand by to watch for sparks, slag or hot metal that may penetrate the shields and take action.
- e) Fire extinguishers are placed in special readiness in the area, and that the positions of hoses and hose reels are noted.
- f) Welders, assistants and watchers are instructed on the use of fire fighting equipment present.

After operations are complete, or during interruptions (lunch or tea breaks), patrol areas, including surroundings and lower floors where smouldering fires may start, for one hour after work ceases.

Special precautions must be taken where work in or near hazardous locations is unavoidable, e.g. flammable solvents, gases or combustible dusts are present, on tanks, ovens, ducting or near spray shops. Refer to Australian Standard for particulars.

Never use equipment damaged in any way. Regular inspection is necessary. Replacement of hoses at least annually is highly desirable.

15.48 WORK IN CONFINED SPACES

All work in confined spaces is to be carried out in accordance with the Victorian Occupational health and Safety Regulations, part 3.4, confined spacing and applicable guidance materials and Australian Standards. Before entering into or working in a confined space the Contractor must complete the confined space risk assessment form and obtain a confined space entry permit from RMIT. At the time of printing RMIT's Confined Spaces Procedures and relevant documentation had not yet been published. Procedures developed previously with RMIT OH&S, refer also to **clause 15.26**.

15.49 CONTRACTOR'S TOOLS, MACHINERY AND EQUIPMENT

Tools, machinery and equipment to be used in the conduct of the contracted work are to be supplied by the contractor. RMIT tools, machinery and equipment are not to be used without approval of the RMIT Project Manager. All tools etc. are to be adequate for the task, maintained in good order and condition and inspected in accordance with appropriate statutory requirements or standards. All electrical equipment shall be tagged by a qualified electrician as required by Australian Standards. Particular attention is to be given to machine guarding.

Cranes, fork lift trucks, motor vehicles including motor cycles, front end loaders and other equipment subject to statutory certification of operators shall only be operated by those suitably qualified.

The use of explosive powered tools on RMIT premises is to be avoided. The use of such equipment by suitably qualified personnel will be subject to the approval of the RMIT Project Manager and a notation to that effect will be made on the Contractor Work Permit.

15.50 LADDERS, SCAFFOLDING AND MOBILE TOWERS.

The provisions of the Occupational Health and Safety Regulation 2007, Part 3.5, Plant and Part 3.3 Prevention of Falling must be complied with, especially regarding erection by certificated persons, are to be strictly observed.

All ladders, scaffolding and mobile towers used by Contractors are to be in good order and condition and of approved design and construction. They must be proprietary made rather than home-made.

Damaged ladders etc. are to be taken out of service and repaired or removed from the work site.

All necessary precautions must be taken by the Contractor to protect people from falling debris, tools, equipment etc. before overhead work commences.

APPENDIX 15.A ACCESS ADVICE

Property Services, Projects

Contractor / Service Provider Access to Campus Access Information

SECURITY BRANCH
Security Control Centre
Bld 14, Level 3
Cnr Franklin & Bowen Streets
Melbourne VIC 3000

1	Authority - Overall	24
2	Authority to issue cards	24
3	Access Levels for Cards	24
4	Contractor Access Cards Information	24
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6	Long Term Access	24
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8	Transferability of Cards	24
9	Responsibilities of Contractor	24
10	Responsibilities of Contractor Access Card Recipients.....	25
11	Lost or Stolen Cards	25
12	Damaged Cards	25
13	Faulty Cards.....	25
14	Unauthorised Possession of Cards	25
15	Cancellation of Contractor Access Cards	25
16	Re-activation of Cards	25
17	Suitability of Person.....	26
18	Unsuitability – Criteria	26
19	Destruction of Access Cards	26

APPENDIX 15.A (Cont...)

1 **AUTHORITY - OVERALL**

The RMIT Security Manager has overall authority to approve or deny access cards to any staff, student, contractor, visitor, or any person that is deemed unsuitable or unfit to have access.

2 **AUTHORITY TO ISSUE CARDS**

- Contractors and Service Providers required to access Departmental areas during and after hours shall be issued with a Contractors or Service Providers Access Control Card (referred to hereafter as 'Contractor Access Cards') on the written authorisation of the Projects Branch.
- No contractor shall be issued with a Visitors Card by any department, faculty, school, etc., to provide temporary access.

3 **ACCESS LEVELS FOR CARDS**

RMIT Security Branch has the responsibility for the issue and allocation of access and control on a database over the:

- 1 production
- 2 issue
- 3 validation and
- 4 de-activation

of Contractor Access Cards

4 **CONTRACTOR ACCESS CARDS INFORMATION**

The Security Branch will record any programming information on their database and activate the Contractor Access Cards on receipt of information issued by RMIT Project Manager, Projects or their representative.

5 **PROGRAMMING OF CONTRACTOR ACCESS CARDS**

Security Supervisors are authorised to program contractor cards with the assistance of the Administration Support Office: Systems Administration Officer.

6 **LONG TERM ACCESS**

Long-term regular contractors may be issued a permanent access control identification card at the discretion of the Security Manager, Security, Systems Team Leader.

7 **TEMPORARY ACCESS**

Short term contractors, ie. Those who require less than a four week access period, will be issued a Contractor Access Card in the same manner as any 'Contractor Access Card'.

8 **TRANSFERABILITY OF CARDS**

Contractor Access Cards are not transferable to any other person for any reason

9 **RESPONSIBILITIES OF CONTRACTOR**

It is the responsibility of the Contractor to nominate a representative of the Contractor's organisation who is responsible for ensuring that the conditions herein are complied with.

APPENDIX 15.A (Cont...)

10 RESPONSIBILITIES OF CONTRACTOR ACCESS CARD RECIPIENTS

- Wear their cards so that they are immediately visible
- Offer the cards for close examination upon request by RMIT Security.
- Maintain their cards and keep them in a secure place
- Do not enter areas that are not authorised by their card or contractual duties.

11 LOST OR STOLEN CARDS

- All lost or stolen cards must be reported immediately to the Security Branch 9925 2051.
- Lost or stolen Contractor Access Cards will be replaced on the authorisation of the Projects Branch. The cost of reissue of these cards will incur a reissue penalty of \$100.00 to the contractor. The Projects Branch is responsible for the collection of any penalty.

12 DAMAGED CARDS

- All damaged cards must be reported immediately to the Security Branch and as soon as practicable to the Projects Branch
- Access cards damaged by the contractor will be replaced on the authorisation of the Projects Branch. The cost of reissue of these cards will incur a reissue penalty of \$100.00 to the contractor. The Projects Branch is responsible for the collection of any penalty.

13 FAULTY CARDS

Faulty access control identification cards will be reissued at no cost

14 UNAUTHORISED POSSESSION OF CARDS

No person shall have in their possession, or attempt to use an Access Card other than one issued to them

15 CANCELLATION OF CONTRACTOR ACCESS CARDS

The Projects Branch will forward all requests, via E-mail, to the Security Branch for cancellation of access card privileges.

Contractor Access Cards will be returned immediately to the Security Branch.

16 RE-ACTIVATION OF CARDS

In the event of confiscated cards due to unauthorised use a Contractor Access Card can only be re-activated and returned by the Security Manager or Supervisor or a person so authorised by him/her; once a full and thorough investigations has been conducted by the Security Supervisor.

- Authorization to Re-activate Cards

The Projects Branch must first give authorisation for the access control card to be re-activated and returned.

APPENDIX 15.A (Cont...)

17 SUITABILITY OF PERSON

If the Security Manager, is not satisfied as to the suitability of the person to whom the access control card is being returned, or feels privileges attached to the access control card are being abused:

- He/she will then make the final decision as to whether that person is re-issued with an access control card and what card privileges are attached once all the facts and information have been evaluated.
- During this process, all parties shall be kept informed as to current status of the investigation and all relevant results.

18 UNSUITABILITY – CRITERIA

Criteria for deeming a person unsuitable or unfit shall take into consideration the following - any person whom:

1. Has breached any rule, regulation, or procedure of RMIT University and/ or RMIT Security Branch
2. Exhibits or performs any overt act of aggression or violence towards any other person on RMIT property likely to endanger the well being of any person or cause any damage to property and equipment
3. Refuses, neglects or avoids obeying any lawful instruction, command or request issued by RMIT Security and/or any Head of Department or Manager or any person authorised to control an area, building or room etc
4. Intentionally, negligently, wilfully, carelessly omits or commits any act that endangers the safety or health of any person on RMIT University property.

19 DESTRUCTION OF ACCESS CARDS

- All disused or damaged access cards shall be returned to Security Branch for destruction.
- Destruction will be by cutting the card in two or more pieces and disposing of it as directed by the Security Manager.

APPENDIX 15.A.1 CONTRACTOR ACCESS CARD

Property Services, Projects

Contractor/Consultant Access

City: (03) 9925 5071 Fax: (03) 9925 5087
 Bundoora: (03) 9925 7567 Fax: (03) 9925 7888

Projects:

From: _____ Project: _____	Mobile: _____ Date: _____																				
1. Building / Location <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Building(s)</th> <th style="width: 30%;">Level(s)</th> <th style="width: 35%;">Room(s)</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Building(s)	Level(s)	Room(s)								
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_____ To _____	_____	_____	Weekends <input style="width: 50px;" type="checkbox"/>																		
3. Contractor / Consultant Company: _____ Telephone: _____ Contact: _____ Mobile: _____ Induction to Site Complete: <input style="width: 30px;" type="checkbox"/> <small>(cross box)</small>																					
4. Other Contacts <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 25%;">Mobile</th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Mobile</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td><td>5. _____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td><td>6. _____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td><td>7. _____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td><td>8. _____</td><td>_____</td></tr> </tbody> </table>		Name	Mobile	Name	Mobile	1. _____	_____	5. _____	_____	2. _____	_____	6. _____	_____	3. _____	_____	7. _____	_____	4. _____	_____	8. _____	_____
Name	Mobile	Name	Mobile																		
1. _____	_____	5. _____	_____																		
2. _____	_____	6. _____	_____																		
3. _____	_____	7. _____	_____																		
4. _____	_____	8. _____	_____																		
5. Card No(s) Access cards(s) <input style="width: 30px;" type="checkbox"/> <small>(No. Required)</small> ID Card(s) <input style="width: 30px;" type="checkbox"/> <small>(No. Required)</small>	<div style="border: 1px solid black; height: 60px; width: 100%; display: flex; align-items: center; justify-content: center;"> Admin. Use Only </div>																				
6. Instructions <div style="border: 1px solid black; height: 80px; width: 100%;"></div>																					

APPENDIX 15.B INTERRUPTION TO FIRE PROTECTION SYSTEM AND/OR ESSENTIAL SERVICES

URGENT

Property Services

INTERRUPTION TO FIRE PROTECTION SYSTEM

Tel: + 61 3 9925 1775
 Fax: + 61 3 9925 9033
 Mobile: 0438 355 313
 E-mail: john.hudson@rmit.edu.au

DATE: _____

TO: **Fire Services**

FAX: **(03) 9925 9033**

RE: **INTERRUPTION TO FIRE PROTECTION SYSTEM**

REASON: _____

To be carried out in: **Building:** _____ **Level:** _____, and to enable such works to be executed, the following Detectors / Zones will be isolated: _____

ROOMS: _____

FROM: **Time:** _____ **Date:** _____

TO: **Time:** _____ **Date:** _____

The work will be carried out by: _____ **Contact for company:** _____

Contractors signature: _____ **Phone:** _____

Requested by: _____ **Phone:** _____

IMPORTANT NOTICE

The company/person requesting the isolation must:

- a) Before commencing work (each day) confirm with Security that the isolation is initiated.
- b) On completing work (each day) advise Security that de-isolation is required.
- c) FAILURE to follow this procedure will result in Fire Brigade costs being levied to the company/person responsible for the isolation notice in the event of an alarm.

Distribution, if required:

Client Relations Manager:

Others:

Authorised by: Fire Services

APPENDIX 15.B (Cont...)

Isolation of Fire Systems:

RMIT Fire Services personnel are authorised to isolate building fire services. ***Under no circumstances are Contractors permitted to isolate the boards themselves.***

It is the Contractor's responsibility to ensure that the effected fire systems circuits are isolated before any work is commenced on a fire system and/or before carrying out any work in fire protected areas that could result in a false alarm occurring. The Contractor shall advise the RMIT Manager, Fire Engineering of the need to isolate fire protective systems on the proforma (see reverse) 72 hours prior to the works being carried out. RMIT Fire Services will authorise the isolation with campus security and the Contractor will be required to co-ordinate with the campus security control point and request isolation, advise the building name, areas to be isolated, the Contractor's name and the estimated time of isolation.

Upon daily completion of the work, the Contractor is required to request Security to place the fire system back in service. **The Contractor is not to leave the site until Security have advised the fire system is all clear and back on line.**

Isolation of Essential Services:

The Contractor shall advise RMIT Fire Services of the need to isolate any of the essential services on the campus on the proforma (see reverse) 72 hours prior to the works being carried out. RMIT Fire Services will authorise the isolation and arrange the appropriate procedure.

Please note:

All interruptions shall be kept to the absolute minimum and only at such times as shall be agreed to by RMIT. The Contractor is to allow for all out of hours costs as required to prevent disruption to the operation of RMIT.

Under no circumstances are fire system circuits or essential services to be left isolated overnight without written approval from RMIT Fire Services.

Before commencement of work (each day) confirm with the Security Control Centre that the isolation is initiated.

On completion of work (each day) advise the Security Control Centre that de-isolation is required.

False alarms caused by failure to comply with these procedures will result in the M.F.B. false alarm levy and any costs incurred by RMIT being passed onto the Contractor.

APPENDIX 15.C ROOF ACCESS REQUEST/APPROVAL

Property Services

ROOF ACCESS PERMIT	
ACCESS APPROVAL – TO BE LODGED WITH SECURITY 24 HOURS PRIOR TO ACCESS	
PART 1	
1. Work Details	
Applicant _____	Phone: _____
Name of Company/ RMIT Department: _____	
RMIT Access Card No: _____	Key Issued: _____
2. Location of work: _____	
3. Description of works to be carried out: _____	
4. Complete JSA:	Yes (attach) <input type="checkbox"/> No (provide reason) <input type="checkbox"/>
5. Complete Risk Assessment:	Yes (attach) <input type="checkbox"/> No (provide reason) <input type="checkbox"/>
6. Work Commencement and Completion Dates	
FROM: _____	Time: _____
TO: _____	Time: _____
7. Nominate number of people on the roof during this approval _____	
PART 2: TO BE COMPLETED BY CONTRACTORS IN USE OF ROOF SAFETY SYSTEMS	
	YES NO
1. Induction has been performed	<input type="checkbox"/> <input type="checkbox"/>
2. Risk Assessment has been conducted	<input type="checkbox"/> <input type="checkbox"/>
3. Roof has been surveyed for radiofrequency	<input type="checkbox"/> <input type="checkbox"/>
4. The building and roof has been examined	<input type="checkbox"/> <input type="checkbox"/>
5. Is the contractor trained in the use of roof safety systems	<input type="checkbox"/> <input type="checkbox"/>
6. Is the PPE compatible and (in current certification) with the available restraint system	<input type="checkbox"/> <input type="checkbox"/>
7. Is there a Recovery Management Plan in place	<input type="checkbox"/> <input type="checkbox"/>
8. Are the weather conditions and forecast suitable for roof access	<input type="checkbox"/> <input type="checkbox"/>
9. In my opinion the building and roof is in a safe condition for the job to be carried out provided the Precautions detailed above are fully observed	<input type="checkbox"/> <input type="checkbox"/>
PART 3: APPROVAL FOR WORK	
Applicant/Contractor: _____	Date: _____
<small>(Print name)</small>	<small>(Signature)</small>
Facilities Services Rep: _____	Date: _____
<small>(Print name)</small>	<small>(Signature)</small>
OH&S Rep (if applicable): _____	Date: _____
<small>(Print name)</small>	<small>(Signature)</small>

APPENDIX 15.D

RMIT REDGUM WOODLAND CONSERVATION AND REGENERATION POLICY



RMIT ENVIRONMENTAL POLICY & PROCEDURE

Redgum Woodland Conservation and Regeneration Policy at the Bundoora Campus

1. Philosophy

The University recognises the Redgum Woodlands as a significant asset which contributes to the well being of our community and through their longevity serve as a cultural linking element throughout generations of students and staff, as well as to the original owners of the region - the Wurundjeri Tribe.

2. Purpose

The purpose of this policy is to protect and enhance the Redgum Woodland at the Bundoora Campus and to develop, through regeneration programs, an attendant understorey and groundcover of plants, grasses and herbs indigenous to the region.

3. Objectives

- 3.1 To protect mature remnant trees in an urban environment to ensure the conservation of the region's local character.
- 3.2 To develop regeneration zones that will provide a robust environment for the Redgums.
- 3.3 To provide habitat corridors for native wildlife through the development of significant stands of vegetation indigenous to the region.
- 3.4 To provide students, staff and the local community with the opportunity to experience an indigenous landscape environment.
- 3.5 To enhance the educational training and learning processes of the University by providing students (through academic staff) with the opportunity to incorporate the study of Redgum Woodlands into their curricula.
- 3.6 To develop a program of interpretive walks on the natural and cultural values of the Redgums.

APPENDIX 15.D: (Cont...)

4. Habitat and Wildlife Values

Redgums provide food for foliage feeders in the form of leaves, flowers and fruits, and a host a variety of insects that feed on leaves, bore into the wood or shelter under the bark.

The Redgum Woodland also provides habitat for a number of species that live, roost and nest and feed in the woodlands, including, Red-rumped Parrot, Eastern Rosella, Spotted Pardalote and Striated Pardalote, Common Ringtail Possum, Common Brushtail Possum, Sugar Glider, species of insectivores bats including, Western Broad Nosed Bat (uncommon) and two forms of the Little Mastiff Bat (uncommon), amongst many others.

The development of wildlife corridor, interconnecting with Plenty Gorge Metropolitan Park to the East of the Bundoora Campus will assist in providing badly needed habitat for urban dwelling native wildlife.

5. Register of Trees

A register of the Redgum trees on the Bundoora campus will be continually developed and maintained by the Grounds and gardens Coordinator in conjunction with external qualified specialists.

6. Proposed Works in Indigenous Trees Areas

Any works that are proposed in the area of the Redgum trees must take into consideration the overall health of the trees the Contractor or RMIT Project Manager is to consult with the Grounds and Gardens coordinator prior to the commencement of works. All works must be in compliance with the relevant Local, State and Federal legislation as well as appropriate Regulations. These include but are not limited to:

- Aboriginal Heritage Act 2006;
- Heritage Regulations 2007
- AAV (Aboriginal Affairs Victoria) registered Aboriginal Cultural Heritage Places site card 7922;
- Relevant planning schemes, including local/state policy frameworks and heritage overlays.

Should any of the works fall within close proximity to Aboriginal scar trees, communication and approval from Andrew Long and Associates (cultural heritage advisors) and Aboriginal Affairs Victoria is required in accordance with the Cultural Heritage Management Plan.

Any damage to vegetation during construction works must be avoided, in particular:

- 6.1 provision of a buffer zone between the mature Red Gums and any development that occurs;
- 6.2 during road construction no grading, ripping or excavation within drip-line and Tree Protection Zone (TPZ);
- 6.3 avoidance of any soil contamination with oil detergents or toxic chemicals,
- 6.4 changes to soil levels over root zone should be avoided;
- 6.5 any oil or chemical spills must be cleaned up immediately;
- 6.6 Areas of “no go” need to be clearly defined by signs and fencing.

For further information on the preservation and care for the Redgum trees and surrounding vegetation the Manager Facilities Services and Grounds and Gardens Coordinator should be consulted for the following documents:

- a) Arbor Tree Management Plan;

- b) Tree Health Management Strategy for the Significant Indigenous Trees of RMIT Bundoora Campus;
- c) Registered Aboriginal Cultural Heritage places site card information;
- d) Andrew long & Associates documentation.

7. Request for Tree Removal

The University will only remove Red Gum trees in special circumstances subject to the following:

- 7.1 All options will be explored before a decision to remove a Red Gum tree is finally made (with the bias on the retention of the trees as the primary consideration)
- 7.2 All projects/requests requiring the removal of Red Gum trees must be directly approved by the Executive Director, Property Services in conjunction with the Environmental Coordinator and the Curator, Grounds and Gardens;
- 7.3 Horticultural advice will be taken on the feasibility etc. regarding the relocation of Red Gum trees where appropriate;
- 7.4 Modification and/or removal of soil should not take place within one to one and a half times the trees' drip line and TPZ.

It may occasionally be appropriate to remove saplings from regeneration zones, however, natural thinning should be left to occur where possible.

8. Annual Revegetation Works Plan

An annual Redgum Woodland regeneration works plan will be developed by the Curator, Grounds and Gardens who will review the previous year's annual plan and detail the regeneration works that will be carried during that year. The revegetation program will start with a few structural species that will steadily be enriched over time until the area supports more and more species of fauna and flora. Continual weed control will be an important feature of the annual works program.

9. Funding

The revegetation program will be funded by a combination of sources including, annual allocations from the Capital Management Plan, external funding grants and annual operational allocations.

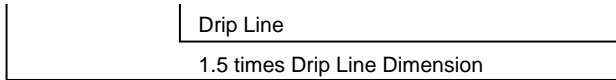
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Web information: [Property Services Web Master](#)

URL: <http://www.rmit.edu.au/resources/audiovisual.html>

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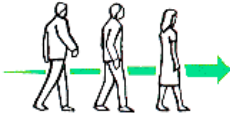
APPENDIX 15.D.1 DRIPLINE



APPENDIX 15.E.1 CAMPUS FIRE ORDERS

Property Services, Projects

FIRE ORDERS

	<ul style="list-style-type: none">● MOVE PERSONS FROM DANGER TO SAFETY <p>IF SAFE TO DO SO</p>
	<ul style="list-style-type: none">● CLOSE THE DOOR <p>IF SAFE TO DO SO</p>
	<ul style="list-style-type: none">● ACTIVATE THE “BREAK GLASS” ALARM
	<ul style="list-style-type: none">● NOTIFY SECURITY ON <u>EXT. 53333</u>
	<p>IF NO ANSWER DIAL </p> <ul style="list-style-type: none">● ATTACK FIRE <p>IF SAFE TO DO SO</p>
	<ul style="list-style-type: none">● EVACUATE TO A SAFE ASSEMBLY AREA UNTIL EMERGENCY IS OVER

MEDICAL EMERGENCIES RING 0-000
EMERGENCIES RING SECURITY EXT. 53333

IF NO ANSWER DIAL 

(IF TELEPHONING FROM PUBLIC PHONE DIAL ONLY “000”)

APPENDIX 15.F - HOT WORK PERMIT

PART 1: CONTRACTOR ACCESS APPROVAL

1. Work Details

Applicant: _____ Tel No: _____

Name of Company/RMIT Department: _____

Property Services Representative: _____ Tel No: _____

2. Location of Work: _____

3. Description of works to be carried out: _____

4. Potential Hazards / Special Requirements / Permits Describe: _____

5. Work Commencement and Completion Dates:

FROM: TIME: _____ Date: _____

TO: TIME: _____ Date: _____

6. Additional Equipment, Precautions or Conditions (if required): Fire Extinguisher _____

7. Does the contractor have fire extinguisher/s, fire blanket (If so what type of extinguisher in place and number):

Yes

PART 2: APPROVAL FOR HOT WORK

Approved heat producing equipment is:

	Yes	No
1. Area clean and free of all readily combustible materials within 15 metres	<input type="checkbox"/>	<input type="checkbox"/>
2. Welding machine earthed directly to equipment being welded as close to welding point as possible	<input type="checkbox"/>	<input type="checkbox"/>
3. All sparks from work more than 2 metres above ground contained by use of a suitable enclosure which shall be inspected before commencing work	<input type="checkbox"/>	<input type="checkbox"/>
4. All drains within 15 metres covered with wet fireproof blanket	<input type="checkbox"/>	<input type="checkbox"/>
5. A water hose run to job site and tested/left running	<input type="checkbox"/>	<input type="checkbox"/>
6. Welding machine/gas cylinders located (not within 8 metres of any drain)	<input type="checkbox"/>	<input type="checkbox"/>
7. Power leads not draped across pipelines or access ways	<input type="checkbox"/>	<input type="checkbox"/>
8. Electrical trace on pipes isolated hot work is/is not permissible inside the pace	<input type="checkbox"/>	<input type="checkbox"/>
9. Coatings stripped for a distance of not less than 150mm	<input type="checkbox"/>	<input type="checkbox"/>
10. Sprinklers are in service.	<input type="checkbox"/>	<input type="checkbox"/>
11. A firewatcher in place	<input type="checkbox"/>	<input type="checkbox"/>
12. Isolation of thermal or Smoke Detector has been requested	<input type="checkbox"/>	<input type="checkbox"/>

PART 3 – JOB APPROVAL

- 1. The building and plant has been examined
- 2. The building and plant has been isolated from all dangerous materials, gas liquid, and motive power except as detailed in Part 1, Item 1
- 3. The building and plant is free from explosive, flammable, or toxic material except as detailed in Part 1, Item 4.
- 4. In my opinion the building and plant is in a safe condition for the job to be carried out provided the special precautions detailed above in Part 1, Item 4 are fully observed.

8. APPROVAL FOR WORK

Applicant/Contractor: _____ Date: _____
(Print name) (Signature)

Facilities Services Rep: _____ Date: _____
(Print name) (Signature)

OH&S Rep (if applicable): _____ Date: _____
(Print name) (Signature)