



Milton Green

*Coronation Drive,
Milton QLD 4064 Cribb
Street, Milton QLD
4064*

Date:

March 20

1

TABLE OF CONTENTS

- 1. Introduction**
 - 1.1. Work Standards**
 - 1.2. Behaviour Standards**
 - 1.3. Premises Specific Details**
 - 1.4. Centre Hours**
- 2. Security and After-Hours Access**
 - 2.1. Premises Security**
 - 2.2. 48 Hours' Notice Required**
 - 2.3. Sign In / Sign Out**
 - 2.4. Building Services Keys**
- 3. Mail Deliveries**
- 4. Staff and Contractor Car Parking**
- 5. Repairs and Maintenance**
 - 5.1. When the Tenant Requires Contractor Access**
- 6. Fire Safety & Alarms**
 - 6.1. General**
 - 6.2. Hot Work Permit**
 - 6.3. Fire or Smoke detected in the area.**
 - 6.4. Evacuation**
 - 6.5. Emergency Numbers:**
- 7. Noise & Vibration – Quiet Enjoyment**
- 8. Environmental**
 - 8.1. Waste Management**
 - 8.2. Hazardous Substances**
 - 8.3. Asbestos**
- 9. Prequalification Before Working on JLL Managed Sites**
- 10. Safety**

1

- 10.1. General
- 10.2. Site Inductions
- 10.3. Safe Work Method Statements (SWMS)
- 10.4. PCBU Responsibilities
- 10.5. Workers Responsibilities
- 10.6. Incident Reporting
- 10.7. First Aid
- 10.8. Alcohol & Drugs
- 10.9. Electrical Works
- 10.10. Portable Earth Leakage Units/ RCD
- 10.11. Electrical Isolation and Equipment
- 10.12. Electrical Lead and Tool Tagging
- 10.13. Working at Heights
- 10.14. Scaffolding
- 10.15. Ladders
- 10.16. Access to Rooftop
- 10.17. Confined Spaces
- 10.18. Protective Clothing and Equipment
- 10.19. Personal Protective Equipment
- 10.20. Barriers
- 10.21. Civil Works
- 10.22. Structure Cutting & Coring
- 10.23. Isolations
- 10.24. Guarding
- 10.25. Fire Protection
- 10.26. Explosives
- 10.27. Petrol or Diesel-Powered Equipment
- 10.28. Equipment Damage

- 10.29. Hoarding
- 10.30. Dust Protection

1		
	11. Non-Smoking Environment	25
	12. Supervision	25
	13. Handling & Storage	25
	14. Insurance	26
	15. Certification of Works	26
	16. Protection of Surfaces	27
	17. Hoarding Specifications	27
	Appendix A - Site Plan	30
	Appendix B - Works Permits; Restricted/High Risk Work Access	31
	Appendix C - JLL Health & Safety Policy	33
	Appendix D - Incident Report Form	34
	Appendix E - Access to Restricted Areas	37
	Appendix F – Confined Spaces	40
	Appendix G - Isolation of Fire Services Permit	46
	Appendix H - Working from Heights Procedure	48
	Safe Work Method Statement (SWMS) Requirements	53

1. Introduction

This document is designed to inform all Tenants and Contractors associated with Milton Green (hereafter referred to as “the Premises”) of the minimum obligations required of them whilst working in this Premises including the identification of site-specific hazards and the application of house rules in relation to Health and Safety. The intention is to provide a safe workplace for all persons including Workers, Tenants, Contractors and others e.g. visitors.

Contractors must ensure all Workers read this document and understand their obligations under the Workplace Health and Safety Act. Additional copies of this document are available from the Premises Management office. As a guide, the safety precautions and procedures shall include, but not be limited to, the following Premises House Rules as set out in this document.

1.1. Work Standards

All work is to be carried out in a professional manner and only by appropriately licensed and approved tradespeople.

Contractors must ensure that all work undertaken, as well as the equipment and tools used on site conform to relevant Australian Standards and legislative requirements. Contractors will be required to modify or remove any equipment that does not meet these requirements or the safety requirements of JLL.

A security deposit of \$5,000.00 may be required by JLL and if required it must be lodged with Property Management prior to commencement of work. The deposit will be returned once a final inspection by Property Management has been undertaken and defects rectified.

The objectives of the Premises House Rules are to ensure that both Tenants and Contractors obtain maximum benefit and access from the shared services provided in the Premises and that tenants suffer minimum disruption to their leased spaces. The wellbeing and safety of all members of the public, employees, Tenants and Contractors to the Premises are of paramount importance.

1.2. Behaviour Standards

- ❖ The following examples **WILL NOT** be tolerated in premises under the management of JLL and failure to comply with these items will mean removal from the Premises:
- ❖ Theft
- ❖ Vandalism
- ❖ Fighting or provoking a fight
- ❖ Use of abusive words or actions against tenants, visitors, shoppers, retailers, retailers’ staff, Premises Management or in the Premises in general
- ❖ Refusal to act upon a safety instruction issued by JLL or one of its representatives
- ❖ Storage of materials in fire corridors or stairs, near fire exit doors
- ❖ Failure to comply with the Premises safety requirements or instructions
- ❖ Use of loud radios which interfere with the Premises PA system or the comfort of the Premises patrons
- ❖ Failure to use toilets provided & also the failure to keep them clean
- ❖ Cleaning of tools and equipment in any washrooms
- ❖ Disposing of chemicals in a means contravening the Environmental Protection Act
- ❖ Isolation of any system without the prior written consent of JLL or its nominated representative
- ❖ Failure to apply to JLL for a Hot Works Permit prior to the use of welding or flame/ spark producing equipment
- ❖ Use of any of the premises trolleys for any purposes associated with construction works
- ❖ Use of pallet trolleys on tiled floors. Materials must be transported via means that will not damage the Premises in any way
- ❖ Removal of guard rails without approval
- ❖ Wearing of offensive/ ripped or torn clothing
- ❖ Dust generation affecting common areas
- ❖ Spillage of liquids or materials outside of work areas

1.3. Premises Specific Details

Location:	Milton Green
Address:	Coronation Drive & Cribb Street

Management:	Jones Lang LaSalle
Property Manager:	Lukas Hopper
Phone Number:	0423 971 242
Facilities Manager:	Sean Donovan
Phone Number:	0405 710 134

1.4. Centre Hours

CORE HOURS

Monday to Friday	8:00am to 6:00pm
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CENTRE OPENING HOURS

Monday to Friday	7:30am to 4:00pm
Saturday	Closed
Sunday	Closed

Subject always to any failure in the supply of water, gas or electricity or a communication or telecommunication service to the building which is outside the control of the Landlord and not attributed to the Landlord or the Landlord's Employees, the Landlord must provide and operate the Services at all times (except for the air conditioning which the Landlord must provide and operate during Normal Business Hours with any warming up or cooling down outside those hours) in accordance with the standard.

2. Security and After-Hours Access

2.1. Premises Security

Devsec Security provide security services for the Premises 7 days per week and are contactable on 5532 4762.

2.2. 48 Hours' Notice Required

If you require access to the premises, or plan to carry out works outside of business hours. Major works affecting tenant services will require a written request two weeks in advance and will be subject to Tenant approval.

2.3. Sign In / Sign Out

All Contractors working on site either for Premises Management or Tenants must sign in and out daily. Prior to the commencement of works on site all contractors must sign the contractor sign in /sign out register or completed the SINE procedures.

By signing in, you are acknowledging that you understand the Premises House Rules and will always abide by them. If you are found working on site without having signed in, you will be made to cease work immediately and go to sign in. If you repeatedly commence works on site without signing in, you will be removed from site immediately and may be refused entry to site in the future.

When you have finished work for the day you must return to sign out in the above register.

2.4. Building Services Keys

Building services keys for plant rooms, building risers and all tenanted space are issued, subject to approval from the Premises Management and Tenant Security.

Any keys that are issued to contractors are the sole responsibility of that contractor, until the keys have been returned to the Security Desk and the appropriate "Register" has been signed indicating the return of such keys.

If any keys are lost, misplaced or damaged in any way whatsoever by the responsible person, the full cost associated with the replacement of such keys (\$50 + GST per key) or Access Card (\$90 + GST per card) and associated master keying requirements is to be borne by the individuals employee/ Company.

This also applies to keys and/ or Access Cards issued to Tenants or their Employees.

PLEASE NOTE: The Contractor is at all times responsible for the maintenance of security and safety in relation to the areas in which they have accessed.

3. Mail Deliveries

There is no Mailroom or Mailboxes located onsite, all deliveries are to be accepted by tenants directly. Premises Management or site Cleaners will not accept mail or deliveries on behalf of any tenant.

4. Staff and Contractor Car Parking

The parking facilities at this premise are managed and operated by Building Management. Any issues or concerns relating to parking, permits, or fines can be discussed with Building Management.

All vehicles parked at the Premises are at their own risk. The Premises accepts no responsibility or liability for damage to the vehicle, its contents, parking fines or the safeguarding of any vehicle whilst parked at the Premises.

5. Repairs and Maintenance

The maintenance and certification of the common areas throughout the Premises, including Air Conditioning and lighting, is the responsibility of Premises Management.

The Tenant is responsible for all maintenance and certification associated with their tenancy. This includes but not limited to lighting, tenancy signage, fire appliances, exit and emergency lighting, signage, paths of egress, kitchen duct and filter cleaning if applicable and lease obligations.

PLEASE NOTE: Tenants are required by the Fire Codes and the Australian Standards to carry out regular maintenance and provide annual certification of all Essential Services that form part of their tenancy fitout. A copy of the annual certification must be forwarded to Premises Management.

All works must be notified to Premises Management 48 hours prior to commencement of works, this is to be completed by the use of the “Access to Perform Works” form (included in this document). All work to be performed in common area space, ceiling voids, roofs, electrical switch boards and restricted access areas etc. will require preapproval from Premises Management and a Safe Work Method Statement specific to the task to be provided.

5.1 When the Tenant Requires Contractor Access

The following is the requirement for a tenant to bring a contractor on site:

Maintenance Personnel or Third-party Contractor attending site working as a direct employee of the Tenant and are working within the demised premises (tenancy area) only:

- ❖ Do not require access to areas outside of the demised premises or restricted areas (i.e. Restricted Access);
- ❖ Do not require a JLL Work Permit (i.e. Hot Works, Restricted access, etc.);
- ❖ Are not conducting work which may/will affect or interfere with any base building services or other tenancies; and
- ❖ May be asked for identification to confirm employee status
- ❖ Maintenance personnel working as a direct employee inside the demised premises are **NOT** required to be inducted as a JLL Contractor.

Maintenance Personnel or Third-party Contractor that requires access OUTSIDE the tenancy, we require the following:

- ❖ Sign in using the SINE system located in the management office Ground Floor, 135 Coronation Drive
- ❖ Up to date WorkCover QLD Insurance and Public Liability Insurance (minimum of \$20M cover);
- ❖ Job and task specific Safe Work Method Statement (SWMS), signed by the contractor prior or at time of signing in;
- ❖ Current inductions, JLL WHS Induction and Site Specific, completed online via Cm3, Premises Management can arrange this with 48 hrs notice.

With Respect to Emergency Works.

We understand that things do happen from time to time. The above still applies, however we do not expect notification of the works 48 hours prior, as this is not the nature of Emergency Works.

In this case, once the Tenant has engaged the contractor to attend to the Emergency Works and attend site we require notification by either of the following:

- ❖ **Maintenance Personnel** working **inside** demised area – when signing in with security
- ❖ **Third-party Contractor** working **inside** demised area – via email with an undertaking that the paperwork noted above will be supplied within 24hrs of initial notification.

Maintenance Personnel or Third-party Contractor working outside the tenancy or requiring a Permit, inductions and paperwork as noted above to be provided prior to any works taking place.

If any EMERGENCY works require the issue of a Hot Works Permit, this must first be escalated to Premises Management prior to works proceeding.

6. Fire Safety & Alarms

6.1. General

The following procedures for fire safety are very important and must be complied with.

Fire detectors and alarm circuits throughout the Premises are fully activated at all times. The de-activation of these systems will only be permitted whilst tests are in progress, repairs or additions are being carried out or whilst conditions that may cause false alarms are evident. For example, smoke detectors should be isolated whilst cutting, sawing, mist spraying.

Isolation of any safety system must be organised through the Premises Management utilising the appropriate permit forms.

Under no circumstances will any fire safety systems be left isolated overnight without the express consent of Premises Management.

6.2. Hot Work Permit

Prior to all Hot Works including welding, grinding or cutting operations, which use or generate heat, flame or sparks, **a minimum of three (3) working days' written notice must be provided to Premises Management by completing a "Hot Work Permit"**. The Permit must be submitted to Premises Management for approval at the same time as the request is made. Refer to Appendices for a sample version.

For Hot Works Permits to be approved:

- ❖ In the case of Contractors working for Premises Management, the contractor must have a minimum of \$20M Public Liability Insurance with the Building Owners Owners Shayher Property Group interest noted.

Contractors must comply with the "Hot Work Permit" form which requires the use of authority approved non-flammable shields and all necessary equipment in case of fire, including, fire extinguishers. In the case of the following equipment, a fire extinguisher must be securely attached to each electric, Oxy-acetylene or Oxy-LPG welding plant brought into the Premises and the provision of an adequate supply of water.

NOTE: The Premises installed Fire Extinguishers must not be used for the above purpose. A fire watch must be maintained for 60 minutes after the hot work activities have ceased.

A "Hot Work Permit" will not be issued when fire sprinklers are isolated or impaired, unless the works are being undertaken on the fire sprinkler system. Only Premises Management may authorise the isolation of fire safety systems. Under no circumstances are fire safety systems to be isolated until this authority is received.

6.3. Fire or Smoke detected in the area.

1. Alert people in the area (DO NOT SHOUT "FIRE"- this may cause panic) and notify your Warden.
2. The Warden shall then inform the Chief Warden via the site WIP Phones (during Premises opening hours, otherwise phone **000**).
3. If safe to do so and you have been trained in the use of portable firefighting extinguishers, attempt to extinguish fire.
4. If the fire cannot be extinguished, Warden's may attempt to isolate the fire by closing doors.
5. Proceed to the nearest Fire Exit and take any visitors with you.
6. Follow instructions given by your Warden's for the safety of everyone
7. Contractors are to follow Warden instructions

6.4. Evacuation

1. Follow instructions given by the Floor Wardens and Area Wardens who will be identified by safety hats.
2. On the ALERT signal being sounded ...beep.....beep; be aware that an evacuation of the Premises may be imminent.
3. Mobility impaired persons are to be assisted to the Fire Exit in care of the Warden.
4. On the EVACUATION signal being sounded...whoop...whoop, or when told to do so proceed to your Assembly Area outside the Premises
5. Remember in an evacuation or emergency situation, use the Fire exits. Do not use the goods lifts.

6.5. Emergency Numbers:

CSC

1300 733 454

Fire Brigade / Ambulance / Police: 000

7. Noise & Vibration – Quiet Enjoyment

Contractors **must not** conduct any noisy work during trading hours.

All noisy works and works that generate vibrations (power saws, grinders, hammer drills, etc.) are to be completed by 7.30AM and are not to re-commence before the end of business/trade at 6.00pm.

Premises Management reserves the right to stop work in cases of excessive noise or where they believe the safety or “quiet enjoyment” of the general public, tenants or staff is compromised.

Drilling and other disruptive noise-generating activities that affect the tenants and our visitors/customers cannot be carried out between the following hours:

Monday to Friday – 7:30AM to 6:00PM
Saturday & Sunday – Only by prior arrangements with Premises Management.

All hours of work must be agreed to with the Premises Management prior to commencement of works.

8. Environmental

Environmental considerations have become increasingly central to the way we approach our business. So too, contractors and tenants should be aware of their environmental responsibilities.

In some cases, environmental considerations have been formalised in legislation, thus requiring careful attention from affected parties, to ensure compliance.

The reduction of energy and water consumption, along with the emission of carbon dioxide (a major greenhouse gas) are important issues which need to be addressed by; ourselves, contractors and tenants. JLL is continually investigating safer, non-toxic methods of water treatment control along with the proper control of emissions and disposal of wastes, noxious or otherwise.

It is important to remember that these environmental objectives and priorities apply to all Premises patrons including tenants, staff, contractors, and visitors.

Building Energy Efficiency Disclosure Act (Mandatory Disclosure) for Commercial Properties

The Building Energy Efficiency Disclosure Act came into effect on November 1, 2010, and imposes legal responsibilities on building owners and occupiers. It is important that all parties clearly understand the implications of this Act, and manage their obligations appropriately.

In summary, the Act requires the disclosure of a Building Energy Efficiency Certificate (BEEC) when a disclosure affected building or space is offered for sale, lease or sub-lease. The term ‘disclosure affected’ is defined in the Act.

A BEEC is comprised of three elements:

- ✓ NABERS Energy rating (base building or whole of building)
- ✓ Tenancy lighting assessment
- ✓ Energy efficiency guidance

In the case of a sale or lease, the obligation to disclose information will typically fall to the building owner. However, in some cases, such as where a whole of building rating is required, owners and occupiers must work collaboratively to collect, collate and report all relevant information.

In the case of a sub-lease, the obligation to disclose information will typically fall to the sub-lessor. The sub-lessor will require information from the building owner to complete their disclosure obligations.

Alternative scenarios may arise where obligations fall to different parties. It is important that you discuss your legal obligations with your legal advisers, and where relevant, with JLL.

Information typically required to complete a NABERS Energy rating include:

- ✓ Original energy records
- ✓ Hours of operations
- ✓ Floor space surveys
- ✓ Records of after-hours air conditioning
- ✓ Records for building vacancy

- ✓ Details on potential exclusions such as non-commercial space
- ✓ Number of computers (for whole of building rating)

For full details on information requirements for NABERS Energy ratings, see: www.nabers.com.au.

The above does not constitute legal advice and we strongly encourage you to seek independent legal advice on your obligation

8.1. Waste Management

It is the Contractor and Tenant's responsibility to dispose of the rubbish in an appropriate manner.

Contractors shall during the progress of their works thoroughly clean all work areas daily.

Contractors shall maintain on the site, during the progress of their works, a suitable heavy duty industrial vacuum cleaner and shall thoroughly clean daily all work areas.

All rubbish must be removed daily from the site as it accumulates. Failure to remove rubbish will result in a fee being charged for this service by Premises Management. Those people who continually fail to remove rubbish will be permanently banned from the Premises.

Protection of the environment must be considered at all times. All contractors must comply with the Waste Management legislation as it applies to each state or jurisdiction. Slurries, paints, etc. must not be allowed to enter the drainage system. Therefore, washing paint and grease from hands is not permitted in the Premise's bathroom facilities or other locations.

At no time is any foreign liquid substance permitted to be poured down storm water drains on the premises. If any tenancies and/or tenancy contractors are found to be contaminating the storm water drains, all costs incurred, including cleaning and Brisbane City Council fines, will be borne by the party involved.

Any hazardous materials (e.g. asbestos, chemicals etc.), must be disposed of in accordance with legislative requirements.

NOTE: Building and fitout rubbish, waste and material must not be deposited in the general rubbish bins. The Contractor must remove all such rubbish from the site. By following these guidelines, waste removal costs will be minimised and we will all benefit from cost savings.

8.2. Hazardous Substances

JLL subscribes to an environmentally sensitive approach to hazardous substances, therefore tenants and contractors are expected to seek out and recommend suitable alternatives to the use of hazardous substances if possible.

❖ All hazardous materials or substances brought for use at the Premises must have a current Material Safety Data Sheet and must be notified to Premises Management prior to its use on site. (This is in addition to obligations to maintain a hazardous substance register as required by the legislation).

❖ Prior to hazardous substances being brought on site, information as to the method of application, protection and prevention of danger to persons, property and the environment must be provided to the Premises Management. Failure to comply with this requirement will mean exclusion of the product from site.

❖ No hazardous substances are to be put into any drainage system.

❖ Use of adhesives and any products with acid or offensive odours is prohibited during normal trading hours and without prior consent from Premises Management.

❖ Where required the Contractor must supply powered ventilation to dissipate odours or vapours caused by the work.

❖ The disposal of chemicals, grease and other toxic substances must be done in an approved manner and under no circumstances are to enter the Premise's drainage systems or bins.

❖ The Trade Waste Authority imposes strict penalties on persons or companies who pollute the environment. For more information, please contact Premises Management.

❖ JLL actively supports the use of safe products and therefore requires that all chemicals and substances used on its properties are as environmentally safe as possible.

8.3. Asbestos

There is no asbestos on site.

- ❖ Asbestos located on the site shall be entered on the Hazardous Materials Register. The register describes the location, amount and condition of the asbestos in each location on site.
- ❖ Where asbestos is present on site, signage shall be displayed advising of the presence of asbestos in the immediate vicinity of encapsulated material.
- ❖ Signage that prohibits work which may damage the encapsulation without permission from Premises Management. Examples include drilling, cutting or grinding.
- ❖ Under no circumstances shall workers handle asbestos unless they are licenced and been formally engaged by Premises Management.

9. Prequalification Before Working on JLL Managed Sites

It is a requirement when working on JLL managed properties that work is conducted in accordance with current workplace health and safety (WHS) legislative requirements.

In order for JLL to determine your organisation has a WHS management system that meets this requirement, JLL has engaged the services of CM3, a web based WHS prequalification system.

In order to conduct work on a JLL managed property your organisation must be Cm3 prequalified. Along with your organisation being Cm3 prequalified your employees and subcontractors who will be conducting work on JLL managed properties must complete the JLL on line WHS induction (Go Induct) and relevant site-specific induction(s).

JLL recognises the importance of forming strong working relationships with contractors which have processes in place to safely conduct their work. This relationship will benefit all involved.

10. Safety

10.1. General

The JLL Health & Safety Policy Statement is included in the **Appendix C**.

We are committed to providing a safe environment for members of the public, Workers, tenants and contractors.

Under the Workplace Health and Safety Act, an obligation exists for Persons Conducting a Business Undertaking (PCBU) and Workers to ensure that a safe working environment is provided and maintained for all.

The information outlined below is for general reference only. For more detailed information on the building's WH&S requirements, please refer to the Premises Management office.

10.2. Site Inductions

All JLL staff and Contractors conducting works at the property must complete the JLL WHS induction, site specific induction and print out an induction certificate prior to commencing works.

Once your organisation is Cm3 prequalified, your organisation will be automatically notified by email with the online access information to enable employees and subcontractors to complete the JLL on line induction.

Contractors are to complete the Generic WHS and Site-Specific inductions on line via Cm3, using your company Cm3 identification number. Contact your company administration for ID number.

10.3. Safe Work Method Statements (SWMS)

In addition, prior to the commencement of any works at the premises, all contractors must conduct a risk assessment of the proposed works they are undertaking and provide a Safe Work Method Statement specific to the job or task at hand. The contractor must ensure that all staff complies with the Safe Work Method Statement at all times. Where applicable, the contractor (whether engaged by JLL or a Tenant), will be nominated as the Principal Contractor and will be responsible for complying with all requirements of the relevant WH&S Act.

The contractors SWMS may be reviewed by Premises Management and if it fails to meet the required format the contractor will be asked to resubmit before commencing works.

10.4. PCBU Responsibilities

A PCBU has the responsibility to:

- ❖ Provide or maintain plant and systems of work that are safe and without risks to health;
- ❖ Make arrangements for ensuring safety and absence of risk to health in connection with the use, handling,

storage or transport of plant and substances;

- ❖ Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of their Workers;
- ❖ Provide or maintain a working environment for their Workers that is safe and without risks to health and adequate with regard to facilities for their welfare at work.
- ❖ Provide Certificates of Currency for Public Liability, Workers Compensation and if applicable Contractors All Risk and Professional Indemnity Insurance. All insurances policies must provide the approved minimum \$20 million amount of cover.
- ❖ Provide Premises Management with current training records & qualifications of employees working on major machinery & equipment.

10.5. Workers Responsibilities

While at work, Workers have the responsibility to:

- ❖ take reasonable care for the health and safety of persons who are at their place of work and who may be affected by their actions or omissions;
- ❖ Co-operate with regard to any requirement imposed in the interests of health, safety and welfare by the PCBU or relevant WHS legislation.
- ❖ Avoid intentional or reckless interference, with or misuse of anything provided in the interests of health, safety and welfare and in regard to relevant WHS legislation.
- ❖ Contractors (all PCBU's) are encouraged to participate in keeping the Premises a safe and healthy environment for all persons. Your comment and observations are welcome, we want you to report any thing you may see or consider unsafe or unhealthy. Your Premises Management contact details are included in Section 1.3 of this document.

10.6. Incident Reporting

All accidents &/or injuries, major or minor, are to be reported to Premises Management. JLL requires an Incident Report to be completed on all incidents, near misses and first aid treatments. The tenant, contractor and their employees are required to co-operate with JLL in any subsequent investigation or inquiry into the accident/ incident.

Refer to Appendices for Sample Incident Report Form.

10.7. First Aid

All Contractors on site must carry a suitable first aid kit at all times located on the work site or tenancy and shall familiarise themselves with the Premises First Aid facilities. All Contractors shall provide First Aid training to personnel to be engaged at the Premises to comply with the WHS requirements.

The Contractor must supply adequate First Aid facilities for their work, but as a minimum a first aid kit must be on-site with the Contractor.

10.8. Alcohol & Drugs

The consumption of alcoholic beverages on the premises is banned.

Alcohol and drugs of abuse are not to be brought onto or consumed on-site. Persons affected by drugs or alcohol are not permitted on site. Persons suspected of providing either drugs or alcohol within the Premises will be removed from site.

10.9. Electrical Works

No work is permitted on “live” electrical installations except for the purpose of commissioning or testing and then only after written Risk Assessment and Safe Work Method Statement has been completed by the licenced electrician who will carry out the work.

Any work being conducted on a switchboard can only be done by first obtaining permission from Premises Management and then only after a written Safe Work Method Statement has been completed by the Licensed electrician who will carry out the work.

**** Ladders used in electrical works should be fully insulated and NOT ALUMINIUM.**

10.10. Portable Earth Leakage Units/ RCD

Residual Current Devices (RCD) also known as Earth leakage devices are designed to prevent serious injury or death from an unintended flow of power should a short circuit in the electrical system occur. A RCD can be fixed or portable and must be used;

- ❖ Where construction work supply is obtained from a permanent wiring outlet, then an earth leakage device must be fitted at the power outlet.
- ❖ Portable generators must be fitted with an earth leakage device
- ❖ All common area outlets of the site must be protected by RCD's. All Hostile environments must be fitted with RCD's

All existing and additional GPO's are to comply with current Work Health & Safety Legislation.

10.11. Electrical Isolation and Equipment

- ❖ Isolation of electrical supply on the Switchboards is only to be carried out by a qualified/authorised person after approval from the Property Services Manager has been obtained.
- ❖ Works to the tenant distribution boards are also to be carried out by a qualified/authorised person.
- ❖ Main switches, circuit breakers or fuses must be tagged, with an approved tag stating reasons for isolation and signed by the authorised person
- ❖ All equipment must be fully tested prior to the tag being removed and the circuit energised. Only the person who tagged the equipment may authorise the removal of the tag and energising of the system.

10.12. Electrical Lead and Tool Tagging

All electrical leads and tools used on site are to be tested and tagged every three months by a licensed electrician. It is the responsibility of the person using the electrical lead or equipment to ensure it has a current safety tag.

All electrical equipment must be tested before being brought onto site and must comply with the relevant Australian Standards. Safe work practices will include:

- ❖ Compliance and Tagging procedures;
- ❖ Testing and tagging to conform to AS3760;
- ❖ All wiring to conform to AS 3000;
- ❖ All electrical appliances plugged or direct-wired are connected to an approved earth leakage device.
- ❖ Electrical leads must not be over-extended and must be switched off at the point of supply and removed when not in use.
- ❖ Leads must be supported clear of floors by use of stands or other suitable means at least two metres above floor level or run through protective covers which in turn do not create a hazard i.e. trip or impeded travel of mobility impaired people, especially where cable leads run across public mall space and between tenancy areas.
- ❖ Double adaptors and “piggy back” connections shall not be used. This includes the use of power boards connected to other power boards.

10.13. Working at Heights

Written Safe Work Method statements must be supplied for all works over 1.8 metres from the ground. When accessing any high areas or near edges where there is a risk of falling, you must ensure all personnel are trained in the safe work procedure applicable. As a minimum risk control strategy, all personnel will wear full body harness, shock-absorbing lanyard and be connected to a fall restraint or fall arrest system.

The Contractor must supply personal protective equipment where required to complete the work.

10.14. Scaffolding

Any work to be carried out at heights that require the use of scaffolding must comply with the relevant Work Safe Regulations and be erected, altered and dismantled by suitably qualified competent persons in accordance with the manufacturer's requirements.

10.15. Ladders

- ❖ Ladders must be in good order and structurally sound
- ❖ Ladders must be industrial grade and to approved standards.
- ❖ All contractors must conduct safe use of Ladder training for all their Workers prior to coming to site.
- ❖ Ladders are not to be placed against any window or electrical equipment, cupboards etc.
- ❖ When using ladders in public areas, appropriate barriers and warning signs must be used on all sides of the ladder.
- ❖ No ladders are to be left standing if unattended in public areas of the Premises.
- ❖ No equipment or materials are to be carried by a person while ascending or descending a ladder of any type. While moving up or down a ladder it is recommended that 3 points of contact are maintained at all times.
- ❖ Located on firm footing with a second person footing the ladder whenever person is on the ladder.

10.16. Access to Rooftop

- ❖ Access to the rooftop can be gained via the central fire stairs only.
- ❖ Contractors must complete a Roof Access Permit prior to entering this area. Refer to Appendices for requirements.
- ❖ A roof induction must be completed prior to roof access being granted. The induction is only valid for day of issue or works undertaken on consecutive days.
- ❖ Please note when using ladders 3 points of contact must be maintained with the ladder at all times. No ladders are to be left standing if unattended.
- ❖ When tools or equipment need to be carried to the rooftop, it must be done using the stairwells only. If the load is awkward or heavy, an alternative means must be adopted.
- ❖ All contractors must ensure that safe manual handling procedures are in place and comply with the Australian Standard for Manual Handling.
- ❖ All contractors must ensure that their workers are familiar with all hazardous areas on the roof area e.g. fall heights, radio frequency (RF) etc...
- ❖ Hazardous areas are generally identified by yellow line marking and signage - communicating a no go zone, however extreme caution is always warranted.

10.17. Confined Spaces

All works involving Confined spaces must be conducted in accordance with relevant WHS legislation and Australian Standard 2865, all personnel must have appropriate confined space training. A confined spaces access permit must be obtained from Premises Management. Refer to Appendices for Sample Permit.

No Confined Space work is to be conducted on-site without a written, full risk management plan including Safe Work Method Statements, rescue plan and written approval for the work by the Premises Management.

10.18. Protective Clothing and Equipment

It is firstly the responsibility of the individual and secondly the Supervisor or Manager of the tenant or contractor to ensure that their personnel have suitable protective clothing and equipment to carry out their tasks safely.

10.19. Personal Protective Equipment

- ❖ Personal Protective Equipment (PPE) must be worn at all times for a task, plant or equipment where a formal risk analysis has identified a hazard or risks that requires PPE.
- ❖ The use of PPE is considered the last line of defence in the hazard control hierarchy.
- ❖ PPE does not remove or control the hazard, it just limits the workers exposure - the hazard still exists.
- ❖ If the hazard can be completely removed from the workplace by a different method of work, this is the preferred option.

E.g. Contractors must wear approved eye protection whilst performing any operation that may cause eye injury.

10.20. Barriers

Barriers must meet the following requirements:

- ❖ prevent incursion of pedestrian traffic and trolleys;
- ❖ prevent unauthorised persons (including children) from accessing dangerous equipment and services;
- ❖ be clearly marked and seen;
- ❖ must not create a slip/trip hazard;
- ❖ must be 1000mm minimum in height; and
- ❖ Must be able to take trolley strikes without collapsing.
- ❖ Be appropriately signposted for the task that is being undertaken.

Construction work barriers must meet the following requirements:

- ❖ be no less than 1.8m high;
- ❖ totally child-proof;
- ❖ not present a danger to public; and
- ❖ Be of high quality and not degrade the Premises.
- ❖ Be appropriately signposted for the task that is being undertaken.

Temporary work barriers must meet the following requirements:

- ❖ be able to deter both pedestrian and trolley traffic; and
- ❖ Not present a danger to the public and only to be used to designate a temporary work area i.e., cleaning and painting etc.
- ❖ Be appropriately signposted for the task that is being undertaken.

10.21. Civil Works

- ❖ Physical barriers are to be erected to completely isolate the public from any civil works on site.
- ❖ All operators of equipment and assistants must hold current certificates of competency where required.
- ❖ Clear and standard signals must be used at all times in accordance with rigging codes and standards.
- ❖ Personnel must have the appropriate tickets or approvals for the work they are doing, e.g. riggers, scaffolders, forklifts etc.
- ❖ All hoists and scaffolding are to be to the standards laid down by legislation and approved in writing where required.
- ❖ No penetration or hole is to be left without suitable barricades and signs in place.
- ❖ Trenches and excavations must be adequately shored and/or strutted before personnel are allowed access.
- ❖ Safe access and egress shall be provided in all excavations.

10.22. Structure Cutting & Coring

- ❖ The Contractor shall co-ordinate with Premises Management before carrying out any structural cutting/coring/ drilling/chasing of walls and slabs for conduits/pipe works etc.
- ❖ Approval is required from Premises Management prior to any coring of slabs. A Core, Cut, Chase, Drill Permit will be issued for these works.
- ❖ Prior to the commencement of any drilling, digging or cutting activities on site the Contractor must establish if any services or structural impairment will be affected by the activity. JLL may request a slab scan and structural assessment by a qualified engineer before granting permission.
- ❖ The contractor shall not chase block walls where conduits can be slotted in from the top and turned out at the base.
- ❖ Premises management will hold the Contractor liable for any repairs or damage caused by their works.

10.23. Isolations

Should a contractor need to isolate any system (security, water, power, fire etc.), Premises Management **must** be notified of their intention to interrupt a system, in writing before commencing. **All isolations must be approved by Premises Management.** Refer to Appendices for Sample Permit.

10.24. Guarding

Guarding covering such items as rotating couplings, grinding wheels and general moving machinery (i.e. compactors) **must not** be left off without the correct isolation being in place.

No machinery, hand tools or any other type of equipment are to be operated without effective safety guards.

10.25. Fire Protection

All contractors should provide adequate fire protection as necessary. In particular a suitable fire extinguisher should be kept on site in the immediate area of the work being carried out.

10.26. Explosives

Explosives must not be used on site under any circumstances. This includes any explosive power tools. i.e Nail Guns

10.27. Petrol or Diesel-Powered Equipment

If any petrol or diesel-powered equipment is to be used on site, the Facilities Manager must be notified prior to use. Fuel must be stored only in approved safety containers and MSDS provided.

10.28. Equipment Damage

Any equipment damage (e.g. air conditioning ducts, fire systems, electrical) must be reported to Premises Management immediately.

10.29. Hoarding

For all retail shop works, e.g. vacating or incoming tenancy, a hoarding must be erected to Premises Management's specifications, by a licensed building contractor.

Shop front repairs or upgrades that require the closure of the tenancy during a trading day must also install a hoarding to Premises Management's specifications.

Please find a copy of the specifications attached to this document (see Section 17.0)

10.30. Dust Protection

- ❖ The contractor must conduct regular housekeeping and cleaning to ensure the presence of dusts and rubbish is kept to a minimum.
- ❖ A suitable floor mat must be placed just inside the hoarding and plastic/calico sheeting must be set-up prior to the commencement of any fitout works, to prevent dust entering the Premises and common area walkways.
- ❖ All efforts possible must be used to minimise the occurrence of dust.
- ❖ The contractor must place all rubbish generated by their work in an appropriate container and ensure it is removed from site in accordance with relevant state/legislative requirements.
- ❖ Where reasonably practicable, ceiling to floor encapsulation of the tenancy should be used during fitout and dusty works.

11. Non-Smoking Environment

These Premises is internally and externally a total non-smoking environment.

12. Supervision

All work carried out by contractors must be supervised, for its duration, by a competent, full-time foreman or supervisor who shall be fully experienced in all aspects of the works. The foreman is to be the trade person's representative on the site and must be empowered to take all necessary actions as requested by Premises Management in relation to safety, quality, performance and labour control, as well as the day to day organisation and planning of the works.

13. Handling & Storage

Tenant's, contractors and tradespeople are responsible for the security, handling and storage of all of their materials on site. All materials, rubbish etc. must be contained within the tenancy or site area. No material or rubbish is to be stored or placed outside the lease line or in the common areas.

Contractors **must not** transport or move materials through public areas during the Premise's trading hours, which are detailed in Section 1.3 above.

Contractors must keep the public areas clean, to Premises Management standards, at all times and must clean up any dust or mess created by their work.

14. Insurance

Prior to the commencement of works, all contractors and tradespeople (including those employed by tenants) must provide certificates of currency for the following insurances:

Public Liability:	\$20 million (minimum, per incident)
Workers Compensation:	Statutory
Professional Indemnity:	\$10 million (must maintain PI insurance for 6 years)

15. Certification of Works

Certificates of compliance must be provided upon the completion of any fitout works for the following areas: glazing, roller grilles, ceilings, shopfronts, partition walls, prefabricated structures, plumbing, electrical, fire & mechanical services.

Compliance must identify the installation component as well as the materials. Statutory rules and regulations are to be taken as a minimum guide only. Where JLL's requirements exceed these, JLL's requirements shall be met.

16. Protection of Surfaces

Contractors are responsible for protecting all surfaces and finished work from damage during the course of their works. Any damage to surfaces resulting from the contractor's work will be rectified at their cost. It is highly recommended that a Dilapidation report be conducted prior to fit out works and signed off by the Property Services Manager.

When carrying out dusty works the hours of work as in Section 7.0 Noise & Vibration – Quiet Enjoyment, shall apply. All furniture and equipment in the common areas and other tenanted space shall be protected. The contractor shall be responsible for the cost of additional cleaning required. This should be organised through the Premises Management office.

17. Hoarding Specifications

Hoardings are to be erected for all vacating tenancies prior to the commencement of the strip out work.

For tenancies that have a rear access door and subject to egress requirements, no door is required in the hoarding unless due to the size of the equipment to be removed, a front door is then required.

Doors in hoardings are to be sliding or swing in toward the shop front.

The door must be secure and lockable from the mall side of the hoarding and must remain locked during Premises trading hours.

The hoarding construction should consist of:

- ❖ Steel stud framework to the line of bulkhead.
- ❖ 10mm custom board screwed to steel stud.
- ❖ All joints taped with masking tape for painting.
- ❖ Custom board painted white.
- ❖ Black 100mm skirting top and bottom of the hoarding.
- ❖ The hoarding is to be a maximum of 600 millimetres from the shopfront.
- ❖ The two ends of the hoarding are to return at 90 degrees to the inter-tenancy walls.
- ❖ The hoarding is to be self-supporting and braced back to the bulkhead.
- ❖ The hoarding is to be sealed from the top to the bulkhead with clear plastic to stop all dust.
- ❖ The hoarding is to be repaired and repainted should any damage occur, to maintain an acceptable standard.
- ❖ All hoardings are to be inspected by Premises Management for approval of standard and presentation.

Photos are available from Premises Management for presentation standard reference.

18. Dogs at Work Policy

Property means the entirety of Milton Green, including retail and all common areas. Milton Green will permit

dogs in Premises subject to the following:

1. The Tenant must submit a proposed dog policy (intended for the use of the Tenant's employees) to Building Management, along with a written request to allow dogs in its Premises. The proposed dog policy must, at a minimum, restate items 4 to 8 of these House Rules.
2. The Landlord may, in its sole discretion, approve, reject, or place conditions on, a proposed dog policy.
3. Following Landlord approval of the proposed dog policy (**Dog Policy**), the Tenant may permit its employees to bring their dogs to the Premises during normal business hours (Monday to Friday between 8 am and 6 pm, excluding Public Holidays) providing that:
 - a. each employee signs a copy of the Dog Policy and the Tenant provides a copy of the same to Building Management if requested;

- b. the Tenant maintains a register of each dog entering its Premises; and
 - c. the number of dogs permitted in the Premises does not exceed the greater of:
 - i. Two dogs and;
 - ii. the lawful number of dogs permitted in the Premises at any one time.
4. The Tenant agrees:
- a. not to permit any dog in the Property except for the purpose of being taken in or out of the Property;
 - b. the dog must only enter the Tenant's Premises via the lift from the basement carpark or from the Ground Floor lobby directly to the Tenant's Premises.
 - c. the dog must only exit the Tenant's Premises via the lift from the basement carpark or from the Ground Floor lobby directly to the Tenant's Premises.
5. The Tenant is responsible for ensuring each dog is:
- a. registered with Council, house broken, desexed, well behaved, socialised, clean, healthy, up to date with all vaccinations and flea/infection free;
 - b. not a dangerous or menacing dog, or a restricted dog breed as determined by Brisbane City Council; and
 - c. always leashed or in a cradle, whether within the Premises or on any part of the Property, and if not in a cradle, each dog must also be muzzled while outside the Premises; and
 - d. not left unattended at any time.
6. The Tenant may walk their dog outside of the Property, in accordance with item 4. for the sole purpose of taking the dog to the toilet. The Tenant must take all reasonable steps to immediately dispose of dog waste, away from all entrances of the Property, and in such a way that it does not create noxious odours or otherwise contaminate the Property. The Tenant agrees to reimburse the Landlord for any additional cleaning cost incurred as a result of dogs accessing or occupying the property, including but not limited to while in the premises.
7. The tenant must treat the Tenant's Premises for fleas and ticks utilising a contractor authorised by the Building Manager not less than every three (3) months.
8. The dog must not cause nuisance or interfere unreasonably with any other tenant's use or enjoyment of other Premises or the Property generally. The Tenant:
- a. accepts full risk and responsibility for all dogs brought to the Property by its employees, including if any employees, contractors or invitees are allergic to dogs (whether this known to the Tenant or not);
 - b. indemnifies the Landlord from and against any loss or liability or action or demand due to any damage, loss, injury or death caused by or in any way related to the Tenant (including the Tenant's employee's dogs), acts, omissions or negligence;
 - c. will be liable for any damage to property or injury whatsoever caused by any dog;
 - d. accepts full responsibility for and indemnifies the Landlord from any and all claims or injuries to persons or property caused by, or as result of actions by their employee's dog; and
 - e. will maintain insurance cover sufficient to cover any incident arising from the dog being permitted at the Property and in the Premises.
9. In the event of an emergency during which the Tenant cannot be reached and a dog is left unattended, The Tenant agrees to temporarily relinquish care of any dogs to the Landlord. The Tenant releases the Landlord from any and all responsibility should any adverse situation happen while caring for a dog in this scenario.
10. The Tenant must obtain and maintain all approvals and consents require from any federal, state or local authority required to bring dogs into the Property.
11. To the extent of any inconsistency between these rules and any laws or regulations, the laws or regulations will prevail over these rules
12. The Landlord may from time to time amend such rules and regulations regarding dogs on the premises.



Environment, Health & Safety Policy Statement

JLL senior management recognises that delivering exceptional business performance goes hand in hand with achieving strong occupational health, safety and environmental performance. The effective management of environment, health and safety (EHS) is seen as integral to the success of our business.

The vision of JLL is to provide safe and healthy workplaces, promote a positive Safety culture and preserve the natural environment through effective EHS management across all business activities.

JLL is fully committed to:

- The prevention of injury, ill health, adverse environmental impacts and the preservation of the natural environment.
- Providing structured EHS management systems for the business using the principles ISO14001:2004 and BS OHSAS18001:2007 Management Standards.
- Delivering safe, healthy and sustainable services to the benefit of JLL staff, client workforces and our contractor base.
- Requiring JLL staff at all levels take responsibility for EHS management as part of their day-to-day duties within JLL's premises, on client sites and in other JLL-managed premises.
- Identifying, controlling and reducing EHS risks relating to the management of our operations and the services we deliver.
- Complying with regulatory, industry, business and client EHS requirements relative to our operations and the services we deliver.
- Providing EHS training, instruction, information and effective communication to all JLL staff relevant to their role and responsibilities.
- Regularly reviewing the JLL EHS health, safety and environment management systems to ensure continual improvement in our health, safety and environmental management and performance.

A handwritten signature in black ink, appearing to read 'Cameron Scott', is written over a thin horizontal line.

Cameron Scott
Chief Operating Officer
Integrated Facilities Management
Asia Pacific Region