

JLL  
Engineering & Operations Solutions –  
Asia Pacific

Twenty8 Freshwater Place  
Premises House Rules



Document Name: 5111-House Rules  
Version: 10  
Last Updated: 8 December 2022

Document Type: Procedure  
Section: EOS

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## **1.0 INTRODUCTION**

Welcome to Twenty8 Freshwater Place.

This document is designed to inform all tenants and contractors associated with Twenty8 Freshwater Place [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.

Tenants and contractors must ensure all workers/staff read this document and understand their obligations under the Workplace Health and Safety Act. Additional copies of this document are available from the premises building management office and our online portal. 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.

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 well-being and safety of workers, tenants, contractors, and visitors to these 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 building management, security members or on the premises in general.
- Refusal to act upon a safety instruction issued by JLL management or one of its representatives such as security personnel.
- Storage of materials in fire corridors, goods lift lobbies or stairs, near fire exit doors.

- Failure to comply with the premise’s 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 and the failure to keep them clean.
- Cleaning of tools and equipment in public toilets.
- Disposing of chemicals in a means contravening environmental legislation.
- Isolation of any system without the prior written consent of JLL or its nominated representative[s].
- Failure to apply to JLL for a hot works permit prior to the use of welding/spark or flame producing equipment.
- Use of any of the premise’s trolleys for any purposes associated with construction works.
- Use of pallet trolleys on terrazzo or tiled floors. Materials must be transported via means that will not damage the Premises in any way. Adequate floor protections.
- 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:	Australia
Address:	Twenty8 Freshwater Place, Southbank Victoria, 3006
Management:	JLL Victoria Pty Ltd
General Manager:	Sarah Dowd
Commercial Manager:	Paul O’Reilly
Engineering Services Manager	Kok Lim [Lim] Ng
Customer Relationship Manager	*In recruitment

Property Services Supervisor (*Also referred to as Property Operation Supervisor)	Faisal Khan
Property Services Supervisor (*Also referred to as Property Operation Supervisor)	Dylan Decouto
Typical Management Office	8:30am to 5:00pm Monday to Friday (excluding public holidays)
Phone Number	[03] 8606 4700
Website	<a href="http://www.twenty8freshwater.com">http://www.twenty8freshwater.com</a>
Feedback	If there is information you need but cannot find it in this guide, please email your suggestions for improvement to our *Customer Relationship Manager or concierge <a href="mailto:Concierge28@twenty8freshwater.com">Concierge28@twenty8freshwater.com</a>

**1.4 Business/Trading Hours:**

Monday to Friday	7:00am to 6:00pm
Weekends & Public Holidays	Access via valid card
Air Conditioning	07:00am to 6:00pm Mon to Fri (excluding public holidays)
Security	24 hours, 7 days a week
Concierge Desk	7:00am to 7:00pm Mon to Fri ex public holidays
Mailroom	7:00am to 5:00pm Mon to Fri ex public holidays
Loading Dock	7:00am to 4:00pm Mon to Fri ex public holidays
Car Park Lifts	24 hours, 7 days a week

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 will typically operate the Services at times noted (i.e. air conditioning the Landlord to provide and operate during Normal Business Hours with any warming up or cooling down outside those hours) in accordance with the standard. Agreed limit of air condition permitted during any closure or non use of a floor.)

## **2.0 SECURITY AND AFTER-HOURS ACCESS**

### **2.1 Premises Security**

MSS Security Services provide security services for the premises 24 hours, 7 days a week and are contactable on **(03) 8606 4705**.

### **2.2 24 Hours' Notice Required**

If you require access to the premises, or plan to undertake works outside of business hours you **MUST** provide building management with a full business days' notice with an access permit.

### **2.3 Sign In / Sign Out**

All Contractors working on site either for premises building management or tenants must sign in and out daily on the SINE system without exception. Tenants must submit an access permit for service providers and contractors undertaking works within their premises.

Prior to the commencement of works on site, all contractors must sign the contractor sign in /sign out register located at the loading dock. Accessible via Waterfall Lane.

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 requested to cease work immediately. 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. Failure to comply will result in you and or your team to sit another online CM3 re-induction at your own cost.

### **2.4 Building Services Keys**

Building services keys for plant rooms, building risers and areas other than tenanted space are issued, subject to approval from premises building management.

Any keys and access cards that are issued to contractors are the sole responsibility of that contractor, until such time the keys and access cards have been returned to the loading dock office and the appropriate register has been signed indicating the return of such keys. If any keys are lost, misplaced, loaned, or damaged in any way whatsoever by the responsible contractor, the full costs associated with the replacement of such keys and associated master keying requirements is to be borne by the contractor who signed for them.



Each contractor must use an individual access card to access any restricted base building or tenancy areas to enabled accurate security information. This is important for any contract tracing or security breach.

PLEASE NOTE: The contractor and tenant are solely responsible for the maintenance of security and safety in relation to the areas in which they have accessed. Such as electrical risers, switch and plant rooms and tailgating of unauthorised personnel.

All keys and access cards issued are NOT to be removed from site. These must be returned daily, with no exceptions. In the event keys and access cards are removed from site, security will request these be returned ON THAT DAY/EVENING and these must be returned as per this House rule and security request. Failure to return keys and access cards as requested, any future works and or access to site shall be revoked.

### **3.0 BUILDING SERVICES**

#### **3.1 Air Conditioning**

The air conditioning operates between the hours nominated within your lease. There are sophisticated local zone controls to satisfy the needs of occupants, with average temperature between 21 and 24 deg C. Everyone is encouraged to “dress for the weather”, which allows the air conditioning to operate most sustainably and efficiently.

The comfort of all occupants and visitors is important to us. Thermal comfort is achieved through the optimum use of air conditioning, ventilation and, where applicable, window screening.

Temperature settings are regularly calibrated, and premises management also undertakes regular maintenance of the air conditioning systems in accordance with the Australian Institute of Refrigeration, Air Conditioning and Heating [AIRAH] maintenance guidelines DA19 for condition and cleanliness. We also request that your own tenant air conditioning systems be maintained in line with AIRAH maintenance guidelines DA19.

Note: This requirement is designed to provide optimum performance of the building as well as meeting the requirements of Green Star Office Interior Tool v.1.1 ref [www.gbca.org.au](http://www.gbca.org.au)

Indoor air quality [IAQ] is tested frequently to ensure optimum and safe air quality levels are maintained.

You can request after hours air conditioning to selected floors through your office facilities manager. Please note that charges apply for the use of the air conditioning system after normal hours of operation.

Your comfort is important to us, so if you are experiencing any problems with the air conditioning within your premises, please advise your office facilities manager, who can log a fault report through the EVOLUTION property website.

### 3.2 Blinds

Where blinds are fitted internally to windows, and used according to prevailing sunlight, they will help to enhance thermal comfort. The use of blinds allows optimum comfort conditions to be reached more efficiently and effectively, while more efficiently reducing CO2 emissions.

### 3.3 Premises Ventilation

The accommodation and movement of people within the building leads to an increase in CO2. Building ventilation is designed to ensure appropriate air quality in areas with average occupancy rates. Your office facilities manager should ensure that increased ventilation is provided in areas of higher occupant density.

### 3.4 Lighting

Base building lighting has been designed to provide uniform and above code illumination within your premises including:

- Flicker-free lighting through electronic drivers that feature 12-bit or greater resolution for all LED lighting.
- Color Rendering Index [CRI] of 80; and.
- Glare eliminated through translucent diffusers.

Control of lighting within the premises is at the discretion of the tenant. Lighting faults can be repaired quickly by logging a fault report through the EVOLUTION property website. Please note that there are charges for this service.

### 3.5 Toilets

Reducing water consumption in the building is important to protect the environment and to minimise operating costs, water saving fittings are used throughout the property. We would appreciate reports of any observed faults, any faults to be logged through the EVOLUTION property website.

### 3.6 Lifts

Goods lift serves Ground to Level 25. ***The Goods Lift cannot be booked out exclusively.*** Prior to moving a single item weighing more than 1,000kg, e.g., safes, please obtain written approval from premises building management. Capacity of Goods Lift and other lifts may vary from time to time.

Passenger lifts are NOT permitted for use by contractors whatsoever, there are no exceptions or exemptions.

### 3.7 Maintenance

Services in the building are maintained regularly and in response to any problems that may arise. Should you experience faults, please inform your office facilities manager, who can have it repaired by logging a service request via the EVOLUTION property website.

If you are not satisfied with the speed or quality of response or are concerned that there is a systemic problem in the building, please contact our Customer Relationship Manager.

#### **4.0 MAIL DELIVERIES**

Twenty8 Freshwater Place has onsite contracted Mailroom staff who provide a service to all tenants in the building. The central mailroom is in the loading dock. Please contact our Customer Relationship Manager for further information regarding this service.

Premises building management, security and concierge will not accept mail or deliveries on behalf of any tenant nor will premises building management, security and concierge hold goods for collection by couriers or others.

#### **5.0 STAFF AND CONTRACTOR CAR PARKING**

Tenant, visitor, and public parking is available at Twenty8 Freshwater Place. The car park is accessed via Waterfall Lane which is off Southbank Boulevard between the Commercial Tower and the BMW premises. The tenant car parking entry also features a speed ramp secure entry and exit that feeds to Power Street. The building is accessed via the car park lifts to the ground floor foyer.

The allocation of contractor parking may be changed from time to time, or even suspended altogether in certain circumstances for the benefit of our tenants. Premises building management seeks your co-operation with the enforcement of any staff parking directions.

Any tenant making use of the car park must adhere to the following conditions of use:

##### **5.1 No nuisance, obstruction or dangerous substances**

Reasonable endeavours to ensure that each user does not:

- Create a nuisance or disturb the licensor or any other user, lessee or occupant of the car park, the building, or the land.
- Run the engine of a vehicle for longer than is necessary to park the vehicle or when gaining access to or egress from the car park.
- Sound the horn of a vehicle unnecessarily;
- Deposit any rubbish, wrapping or garbage in the car park.
- Obstruct access to the entrances and exits of the car park; or
- Bring into or leave in the car park, or in a vehicle in the car park, any offensive, hazardous, or dangerous substances or matter, other than fuel in the storage tank of a vehicle.

**5.2 No unsound vehicles**

- The licensee must use reasonable endeavors to ensure that each use does not bring into the car park a vehicle unless it is in sound mechanical condition, does not drip oil or other fluids that may cause a hazard and is appropriately registered.
- The licensee must use reasonable endeavors to ensure that each user promptly cleans up and removes any oil or other fluid emitted from any of their vehicles in the car park.

**5.3 No repairs or vehicle cleaning**

Must use reasonable endeavors to ensure that each User does not:

- Carry out carry out repairs or maintenance to a vehicle in the car park [except on a breakdown], or
- Clean or wash a vehicle in the car park except where the cleaning or washing takes place in any service bay provided by the building management team for that purpose.

**5.4 All speed signs and directional signage must be obeyed at all times.**

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

**6.0 REPAIRS AND MAINTENANCE**

The maintenance and certification of the common areas throughout the premises, including air conditioning and lighting, is the responsibility of premises building management.

The tenant is responsible for all maintenance and certification associated with their tenancy fit out. This includes but is not limited to lighting, tenancy signage, fire appliances, exit and emergency lighting and signage, and paths of egress.

If a maintenance issue of an emergency nature does occur, please contact premises building management for assistance or advice.

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 fit out. A copy of the annual certification must be forwarded to Building Management.

## **7.0 FIRE SAFETY / ALARMS**

### **7.1 General Fire and Warden Training**

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

The tenant and contractor must obey all laws concerning fire requirements, including any insurance, sprinkler or fire regulations. The tenant and contractor must make sure that it is fully aware of all safety and emergency procedures.

The tenant must observe, participate in and obey all fire and emergency drills. Premises building management co-ordinate Warden Training on behalf of all tenants. This training is designed to comply with current WH&S requirements and is provided by a trained fire safety consultant. For details on training dates and requirements, please contact our Customer Relationship Manager. Building Management will endeavour to provide at least 5 days' notice of these drills and training.

Fire detectors and alarm circuits throughout the premises are always activated. 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 Building Management office utilising the appropriate access and isolation permit forms with a minimum one full business days' notice.*

**Under no circumstances will any fire safety systems be left isolated overnight without the express consent of premises building management.**

### **7.2 Hot Work Permit and Naked Flame – Smoke Generation**

Prior to welding, grinding, or cutting operations, which use or generate heat, flame, or sparks, a "Hot Work Permit" must be obtained from premises building management for approval.

Contractors and tenants 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 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.

Premises building management prohibit the use of all oil burner type machines, be they electric, battery operated, or candle fuelled in the office workspace and the use of naked flames, candles, sparklers for events such as birthdays and celebrations as these pose an immediate smoke and fire hazard. A hot works permit will not be authorised for these. General Fire alarms are costly and in the event an alarm is triggered, these costs will be on-charged directly to the tenant.

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 building management may authorise the isolation of fire safety systems. Under no circumstances are fire safety systems to be isolated until this authority is received.

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**7.3 Fire or Smoke detected in the area.**

- Calmly alert people in the area [*DO NOT SHOUT "FIRE"- this may cause panic*] and notify your Floor Warden.
- The Floor Warden [Tenant] shall then inform the Chief Fire Warden [Security manager] on (03) 8606 4705.
- If safe to do so and you have been trained in the use of portable firefighting extinguishers, attempt to extinguish fire.
- If the fire cannot be extinguished, wardens may attempt to isolate the fire by closing doors.
- Proceed to the nearest Fire Exit and take any visitors with you.
- Follow instructions given by your floor warden[s] for the safety of everyone.
- Contractors are to follow warden instructions.

**7.4 Evacuation**

- Follow instructions given by the Floor Wardens and Wardens who will be identified by Yellow [Floor Warden] and Red [Warden] caps.
- When the **Alert/Voice** signal [*"Prepare to evacuate"*] is sounded, be aware that an evacuation of the Premises may be imminent.
- Mobility impaired persons are to be assisted to the Goods Lift in care of the Warden.
- When the **Evacuation** signal [*"Evacuate Now"*] is sounded, or when told to do so, proceed down the fire stairs and proceed to your Assembly Area.
- Remember in an evacuation or emergency, use the Fire exits. *Do not use the lift.*
- Evacuation plans showing assembly points are located within the common area of your premises.

**7.5 Emergency Numbers:**

- Fire Brigade/Ambulance/Police: 000
- Twenty8 Freshwater Security Control Room: [03] 8606 4705
- Freshwater Place Commercial Premises Management Office: [03] 8606 4700

**7.6 Use of Fire Stairs:**

- Access to or through fire stairs must remain clear at all times. Fire stairs cannot be used as storage.

**7.7 Bomb Threats and Suspicious Packages:**

If you become aware of a suspicious package or bomb threat within your premises or in the building, you should immediately contact Security on 8606 4705 so that a site co-ordinated response can be undertaken.

The property has a detailed Emergency Procedures Manual. A copy of which can be obtained from your office facilities manager or from our Customer Relationship Manager.

**8.0 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 7.00am and are not to re-commence before the end of business/trade at 7.00pm.

Premises building management reserves the right to stop work(s) in cases of excessive noise or where they believe the safety or “quiet enjoyment” of the public, tenants or staff are 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	07:00am to 6:00 pm
Saturday:	Contact Premises Management for approval
Sunday:	Contact Premises Management for approval
Public Holidays:	Contact Premises Management for approval

All hours of work must be agreed to with premises building management prior to commencement of works.

## 9.0 **SECURE ACCESS**

### 9.1 **Access Cards**

The building has a proximity card access control system installed on all lifts, goods lift and nominated doorways. This system generally allows free access during normal hours and operates after hours in control mode, which can be configured to specific requirements.

Changes/reprogramming of cards is chargeable to tenants as follows:

- Lost/Damaged/Non-Returned Cards                      \$30 plus GST per card
- New Card Reprogramming Administration              \$30 plus GST per card
- Existing Reprogramming Administration              \$10 plus GST per change
- Plastic Card Sleeve    \$1.50 plus GST per card

Cards will be issued upon the written request of a tenant confirming the name of each cardholder.

Each tenant and contractor must use an individual access card to access any restricted base building or tenancy areas to enabled accurate security information. This is important for any contract tracing or security breach.

### 9.2 **Concierge**

A Concierge Service is located at the main reception desk Monday to Friday 07:00am to 7:00pm. This service provides general advice about the property, its services, its surrounding area and visitor management.

### 9.3 **After Hours Access**

After-hours access is provided through the after-hours access door. Access from the car park is via car park lifts from Levels 1 to 4 inclusive. After-hours access for visitors should be arranged by written request from tenants. To assist you with large groups of visitors or when additional security staff may be required, please provide 48 hours' notice. ADHOC security is charged directly to the tenant requesting additional services.

Each individual access card holder is solely responsible for their own access and egress and we strongly urge everyone to be mindful of "Tailgating" within the lifts and your tenancy floor when you swipe into your office and or entrance to the building.

### 9.4 **Cycling & Change Rooms**

There are cyclists' parking facilities at Twenty8 Freshwater Place and they are located on the Basement Level. Shower facilities and change rooms are also provided on this level End of Trip. For access please contact our Customer Relationship Manager. Entrance is via the car park entry/car park lifts.

### 9.5 **Deliveries**

#### **Loading Dock**

Several conditions apply to deliveries via the loading dock:

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- The loading dock is controlled by the Dock Master from 07:00am to 4:00pm Monday to Friday. Access to the loading dock outside the hours nominated above may be requested by giving 48 hours' notice, in writing, to premises building management.
- Delivery trolleys are not permitted in passenger lifts or beyond the center core of the building. Trolleys must not be used in the lobby and front of house under no circumstances.
- All deliveries should be made via the loading dock and goods lift. Entry to the loading dock is via Waterfall Lane. Entry and exit height are restricted to 3.7 metres.
- No deliveries are to be made through the ground floor lobby areas.
- Upon entry to the loading dock, all vehicles must park as directed by the dock master.
- If the loading dock area is full, drivers will be requested to find alternative parking away from site and return later. Parking within Waterfall lane directly in front of the loading dock is NOT permitted and is a parking offence. Melbourne City Council can and will issue parking infringements.
- The maximum loading/unloading parking time is 20 minutes. Large deliveries or collection of good must be scheduled in advance and the time and procedure approved by premises building management at 48 hours in advance.

## 10.0 TRANSPORT

This building supports sustainable transport options for all regular occupants and visitors. We do this through providing best practice end of trip facilities, ample public transport connections and readily available information to ensure the first and most logical option for your travel to and from the site is a low carbon choice. To ensure the success of the program, monitoring and improvements occur in 3 year cycles through the transport survey.

### 10.1 **End of Trip Facilities**

The End of Trip facilities include the following operational Initiatives:

- Towel drying equipment;
- Hair dryers and hair straightening irons;
- Irons and Ironing Boards
- Mobile phone charging
- Bike repair station
- Vending machine for essentials, bike parts and drinks.
- Implementing provision of free towel access for occupants in cycle room; and
- Conducting surveys on habits of occupants.

## 10.2 Alternate Transportation

2 Southbank provides transport/location information on its website for all tenants and visitors. It highlights nearby train stations, bus stops, tram stops, car parks, and amenities. Concierge also provide a service to visitors by directing them to the closest public transport options, car share and available bike racks in the vicinity.

## 10.3 Transport Survey

A transport survey will be conducted every three years in order to determine travelling habits for regular occupants and visitors within the building. For regular occupants, an electronic survey will be issued to each tenant representative to distribute and for visitors, ground floor concierge will distribute the survey via hard copy. Once complete, the survey data will be aggregated and a review of the Sustainable Transport Program will occur through an internal Building Management meeting followed by inclusion in the agenda for the following Quarterly Tenant meeting. Opportunities for improvement based on data and qualitative feedback from Tenant Representatives will provide direction for improvements to the program. The aim of this program is to maintain current levels of sustainable transport performance [currently 11.8% improvement over baseline] and improve over time through encouraging less single car driver commuting. Twenty8 Freshwater Place is striving to achieve a 20% improvement over the ABS baseline by 2019.

## 11.0 ENVIRONMENTAL

Environmental considerations have become increasingly central to the way we approach our business. So to, 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 both ourselves, contractors, and tenants. JLL are 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, legal obligations, and priorities apply to all patrons including tenants, customers, contractors, and visitors.

### 11.1 Building Energy Efficiency Disclosure Act [2010] [Mandatory Disclosure]

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:

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- 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 Jones Lang LaSalle.

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](http://www.nabers.com.au).

For further details on the Building Energy Efficiency Disclosure Act, see [www.cbd.gov.au](http://www.cbd.gov.au).

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

## **11.2 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.

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 building 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.

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

**NOTE:** Building and fit out 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.

### 11.3 Hazardous Chemicals

- All hazardous chemicals or substances brought for use at the premises must have a current Material Safety Data Sheet [SDS] 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 premise's management. Failure to comply with this requirement will mean exclusion of the product from site.
- No hazardous chemicals 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.
- 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.
- The Trade Waste Authority imposes strict penalties on persons or companies who pollute the environment. For more information, please contact premises building 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.

#### 11.4 Asbestos / PCB's

A register must be kept of all asbestos on site, made available to all required persons and included in the site-specific induction.

- Asbestos located on the site shall be entered on the Hazardous Materials Register – Asbestos and PCB's. The register is to describe 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 all encapsulation materials.
- 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 licensed and been formally engaged by premises building management.

#### 11.5 Indoor Environment Testing for the Property

To ensure the property remains safe and healthy to occupy, JLL organise for regular indoor air quality and environment testing to be carried out by a third-party provider. These tests occur annually and cover the following parameters:

- Carbon Dioxide [CO<sub>2</sub>]
- Particulates [PM<sub>10</sub>]
- Air Temperature & Humidity
- Carbon Monoxide
- Lighting [Lux]
- HVAC hygiene assessment
- Microbiological assessment

You are welcome to bring up any personal experiences with regard to indoor environment in your tenancy and if you have any questions in relation to recent testing please raise these at the quarterly Building Management Committee meetings.

#### 12.0 CLEANING

A high standard of cleaning is also a priority, involving all common areas and tenant spaces using cleaning products that have been selected for cleaning effectiveness and low environmental

impact. Full cleaning is undertaken each workday evening with a refresh of the common area toilets during the workday.

### **12.1 Offices**

Cleaning involves surface cleaning of cleared work areas [please note that paperwork, computer equipment will not be moved to facilitate cleaning of a desk area], vacuuming and spot cleaning of floors, doors and the removal of premises recycling and general waste. A detailed specification of the cleaning service is available from our Customer Relationship Manager.

### **12.2 Toilets**

Toilets are thoroughly cleaned each evening during the working week. Toilets are checked, spot cleaned and refreshed twice during the working day [Monday to Friday]. If at any time the toilets present in an unsatisfactory manner, please advise your office facilities manager who will contact our Customer Relationship Manager.

## **13.0 WASTE MANAGEMENT**

### **13.1 Operational Waste**

JLL Building Management, on behalf of the owner, are targeting an 75% diversion from landfill rate for Twenty8 Freshwater Place. To help us achieve our target we need your involvement as tenants. We have set up the waste management facilities to assist you in achieving a 20kg/person/year general rubbish quota. Your feedback on this system will help us improve the structure moving forward and we will continue to update you on the progress at our quarterly tenant meetings.

### **13.2 Refurbishment / Fit out Waste.**

We have adopted the Better Building Partnership Guidelines for Strip Out Waste on behalf of our tenants.

<http://www.betterbuildingspartnership.com.au/projects/refurbishment-waste/>

This new management system for fit out and refurbishment waste is recognised as the best standard in dealing with the removal of resources effectively. This system includes guidance on the best facility recovery centres and allows you keep data for your own environmental reporting. We ask that you pass this documentation on to your contractors and encourage its use in current and future projects. Our target for refurbishment waste is in line with the Better Building Partnership target of 60% with aspirational 80% from landfill at the end of life of each Fit out. We request a copy of your end of life records to inform improvements to the program in relation to the Twenty8 Freshwater Place site.

### **13.3 Tenant Waste**

We want to minimise waste creation, maximise the recycling of suitable waste and divert waste from landfill. We support the following hierarchy of waste strategies:

- Avoid
- Reduce
- Reuse
- Recycle

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We encourage you to avoid waste in the first place, reducing consumption of resources, reusing materials where possible and ensuring that recyclable materials are disposed of according to the recycling systems available in the building.

We have adopted a waste management and recycling system that enhances waste minimisation in commercial buildings.

The waste system for tenants consists of: source separation, collection by cleaners, aggregation in the loading dock, disposal to waste facilities and diversion from landfill where possible.

### **13.4 Waste Management System**

Our waste management and recycling system consists of the following:

- 1) Zero bin system. This is the preferred building waste management system and involves having 3 bin types placed in common areas within the tenancy with no general waste bins under desks.  
These bins are General Waste/Landfill [red], Paper/Cardboard [blue] & mixed recycling [yellow]. In addition to promoting the most sustainable waste management method it also promotes employee health in that staff are encourage to take regular breaks from their desk to remove waste.
- 2) Supporting bins are also provided in common areas such as kitchens for:
  - Paper and cardboard
  - Landfill
  - Commingle Recyclables
  - Organics

Additional waste/recycling removal for items including: fluorescent tubes, e-waste (computers and screens), rechargeable batteries and mobile phones are available upon request. Please note that some of these services do incur additional costs that can be provided if required.

- 3) Bin Liner Color Coding – This system enables cleaners to identify waste according to the waste streams and ensures correct disposal:
  - Blue – Recycling [Co-mingled]
  - Black - Landfill [General waste]
  - White - Organics
- 4) Standard color coding for waste streams – Signage, posters and where possible bin lids in basement areas have been standardised as follows:

- Yellow – Commingle recycling
  - Red - Landfill
  - Green - Organics
  - Blue – Paper & Cardboard
- 5) Auditing of waste data - Independent consultants audit the waste performance of our buildings. This is how we measure and report on our performance on a monthly basis. We ask you to report all waste streams that are not collected by the building cleaners e.g. secure paper.
- 6) Our Customer Relationship Manager can arrange training on the use of the waste system including bins, signage, and waste management statistics.

### 13.5 Toxic Materials

We take an environmentally sensitive approach to avoiding the use of hazardous substances. Tenants and service providers are requested to seek out and recommend suitable alternatives to the use of hazardous substances.

Any modifications or additions to the premises fit out must meet the requirements of the Tenancy Fit out Guide which has been designed to minimise materials, paints and adhesives which may “off gas” and pollute the internal environment of the building.

Cleaning materials used in the building common areas have been selected on the basis of minimising harm to occupants and to the cleaning staff. Tenants are encouraged to take similar steps.

Any toxic materials brought into the building must be subject to stringent control to ensure they do not become a hazard to any occupant of the building. Material Safety Data Sheets for all hazardous materials must be registered with Premises Management.

- All hazardous materials or substances brought for use at the building must have a current Material Safety Data Sheet [SDS] and must be notified to premises building management prior to their use on site base building energy monitoring and energy consumption reduction targets and strategies.
- Prior to hazardous substances being brought on site, information as to the method of application, protection, and prevention of danger to persons, building and the environment must be provided to premises building 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 working hours.
- Where required the service provider must supply powered ventilation to dissipate odours or vapours caused by the work[s].
- The disposal of chemicals, grease and other toxic substances must be undertaken in an approved manner and under no circumstances are they to enter the building's drainage systems.
- We actively support the use of safe products and therefore require that all chemicals and substances used on our properties are as environmentally safe as possible.

**13.6 Sustainable Procurement of Ongoing Consumables**

Have you stopped to think about the environmental impact of your ongoing and high-volume consumables including stationary, personal products and tea point items? JLL has identified high volume consumables procured through the base building and have made a commitment to ensuring these products are adhering to the following sustainability criteria:

Product	Sustainability Attribute	Brand in Use
Toilet Paper	FSC certified	Ultra-soft
Paper Towels	FSC certified	Ultra-soft
Bathroom Soap	100% Biodegradable	Wolf Washroom
Cleaning Products	Compliant to the Green Cleaning Plan – low / no chemicals	Commercial Cleaning Products, environmental friendly from CPS supplier Central.

With your help, we are hoping to extend this commitment to include the tenancy consumables. Our team has identified the following best practice measures that you can employ as part of your ongoing procurement strategy:

Product	Sustainability Attribute	Example Brand
Printing Paper	FSC certified 100% Recycled	Planet Ark
Pens	Biodegradable Bamboo	Eco @ Home
Permanent Markers	78% recycled material	Artline – Eco range
Envelopes	FSC certified 100% Recycled	Tudor brown peel & seal

Bubble Wrap	SRI Certified Biodegradable Compostable	Green Wrap
Sticky tape	Biodegradable	3M Biodegradable tape
Document Trays	80% recycled	Winc Earth
Archive Box	100% recycled	Marbig
Wet Wipes	100% biodegradable and compostable	Flora and Fauna
Desk Based Cleaning Products	100% natural	Koala Eco
Tissues	FSC certified Indigenous provider	Bibbulmun
Teabags	Organic Cotton No Plastic Fully Compostable	Pukka Herbs
Instant Coffee	100% Compostable \$1 per pack to charity	SIPP
Dish Soap	100% Natural	Koala ECO

We recommend starting the journey by reviewing your current suppliers sustainability credentials. From there, choose to integrate 1-3 of the above in the next order for your office. If more appear to be cost neutral to the current suppliers, request these products moving forward. We invite you to share your experience with procuring sustainable products at the regular Building Management Committee meetings. We look forward to adding to the above list to capture any products you have had great success with and can recommend to your fellow Tenants.

### 13.7 Building Management Committee

Tenants are invited to attend quarterly meetings of the Building Management Committee where we review the operational performance and environmental initiatives of the building, in particular:

- Base Building energy monitoring and energy consumption reduction targets and strategies
- Greenhouse emissions and reduction targets and strategies
- Water monitoring and water consumption reduction targets and strategies
- Waste reduction/recycling monitoring and landfill disposal reduction targets and strategies
- Indoor Environment Quality updates which includes formal certification results from ongoing third party testing and reporting.
- Sustainable Procurement targets and new products discussion per 13.6.

These meetings encourage collaboration to ensure the lowest environmental impact.

## **14.0 SAFETY**

### **14.1 General**

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 WHS requirements, please refer to the Premises Management office.

### **14.2 Online CM3 Site Inductions**

All JLL contractors along with tenant's own service providers and their contractors undertaking planned works for daily, weekly, monthly, annual, and fit-out works at the property must undertake an online CM3 portal induction and obtain an induction certificate prior to commencing any work[s]. The induction certificate must be presented to our security team on their first arrival to site. Prior to their attendance to site, tenants are to advise JLL building management with a minimum full business days' notice in writing via email of these works.

To obtain the induction invitation, tenants must email premises building management and provide in the email body, the following information for all inductees:

Their [Inductee's] company ABN

Full name of inductee and

Email address of the inductee.

A link shall then be generated by CM3 and sent out. All online CM3 inductions incur a fee of \$18.00 *[Price subject to change in future by CM3]* and are valid for 12 months and can be used at other sites that require CM3 induction compliance Nationally.

We appreciate that sometimes there may be emergencies and tenants are required to call-out service providers for breakdowns *[Such as photocopiers, Zip units, Water leaks etc]* and or address their critical environments *[Server rooms, comms rooms at al.]*. In such instances, our loading dock team shall allow emergency site-specific induction, however for all other "Scheduled and planned" works, we will only accept online inductions. There will be no exceptions.

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 [SWMS]. The contractor must ensure that all staff always comply with the Safe Work Method Statement. Where applicable, the contractor [whether engaged by JLL or a Tenant], is responsible for complying with all requirements of the relevant WHS Act[s].

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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.

### **14.3 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 regarding facilities for their welfare at work.
- Provide certificates of currency for Public liability, Workers Compensation and if applicable and Professional Indemnity Insurance. All insurances policies must provide the approved minimum \$ amounts of cover.

### **14.4 Worker Responsibilities**

While at work, Workers have the responsibility to:

- Take reasonable care for the health and safety of themselves and others 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 in regards 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.

### **14.5 Incident Reporting**

When undertaking any works on the building or premises, Tenants and Contractors have an obligation to report all incidents, accidents, near misses, injuries (major or minor), suspected or

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confirmed pandemic/other infectious disease cases or safety risks immediately to the **24/7 Security team** on **03 8606 4705**.

JLL require a documented Incident Report to be submitted, and the cooperation of all tenants, contractors and their Workers should a subsequent investigation or inquiry into the accident/incident be required.

During emergency situations or exercises, pending the arrival of emergency services, onsite base building Head of Security has the authority to issue instructions to evacuate persons from buildings and/or restrict access to certain areas.

In addition to notifying the Premises/Security Management team of an incident, employers also have an obligation, under the OHS Act 2004, to report certain incidents to WorkSafe. These include fatality, medical treatment following substance exposure, hospitalisation, immediate medical treatment for injuries, e.g., electric shock, serious lacerations, spinal injury.

Incidents that pose an immediate risk to a person's health and safety must also be reported to WorkSafe. For further details on what constitutes a notifiable incident, please contact WorkSafe or visit their website.

**Base Building onsite Freshwater Place Commercial 24/7 Security: (03) 8606 4705**

**WorkSafe: 13 23 60**

**Department of Health 1300 651 160**

#### **14.6 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 Premise's 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.

Location of First Aid Kits at Twenty8 Freshwater Place:

- Security Control Room
- Loading Dock
- Plant Rooms

#### **14.7 Alcohol & Drugs**

The consumption of alcoholic beverages by tenants is not permitted in the building common areas.

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.

#### **14.8 Electrical Works**

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

Ladders used in electrical works should be fully insulated.

#### **14.9 Portable Earth Leakage Units**

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 the Work Health & Safety Legislation 2011

#### **14.10 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 Premises Management has been obtained.
- Works to the tenant distribution boards are also to be carried out by a qualified/authorised person[s].
- Main switches, circuit breakers or fuses must be tagged, with an approved tag stating reasons for isolation and signed by the authorised person[s].
- 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.

#### 14.11 Electrical Lead and Tool Tagging

All electrical leads, appliances and tools used on site are to be tested and tagged at the required frequency by a competent person[s]. It is the responsibility of the person using the electrical equipment including extension leads 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 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.

#### 14.12 Working at Heights

Written Safe Work Method statements must be supplied and the working at heights permit completed for all works at height. 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.

#### 14.13 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 manufactures requirements.

#### 14.14 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 a person is on the ladder.

#### **14.15 Access to Rooftop**

- Access to the rooftop is gained via the Goods Lift. Contractors must complete a roof access permit prior to accessing the roof.
- Please note when using ladders three limbs must be in contact 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 radiation, [RFR] etc.
- Hazardous areas are generally identified by yellow line marking and signage - communicating a no go zone, however extreme caution is always warranted.

#### **14.16 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 space access permit must be obtained from Premises Management.



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

#### **14.17 Protective Clothing and Equipment**

It is the responsibility of the Supervisor or Manager of the tenant or contractor to ensure that their personnel has suitable protective clothing and equipment [PPE] to carry out their tasks safely.

#### **14.18 Personal Protective Equipment [PPE]**

- Personal Protective Equipment [PPE] must be always worn for a task where a formal risk analysis has identified a hazard or risk 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.

#### **14.19 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

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- 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.

#### **14.20 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.

#### **14.21 Structure Cutting & Coring**

- The Contractor shall co-ordinate with premises building management before carrying out any structural cutting/ coring/ drilling/chasing of walls and slabs for conduits/pipework's etc.
- Approval is required from premises building management prior to any coring of slabs.

- 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.
- The contractor shall not chase block walls where conduits can be slotted in from the top and turned out at the base.
- Premises building management will hold the contractor liable for any repairs or damage[s] caused by their works.

#### **14.22 Isolations**

Should a contractor need to isolate any system [security, water, power, fire etc], premises building management must be notified of their intention to interrupt a system, in writing before commencing. **All isolations must be approved by the premises building management.** Only ARA Fire and security personnel are permitted to undertake isolations and de-isolations of the assets Fire Panel and associated systems.

#### **14.23 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.

#### **14.24 Fire Protection**

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

#### **14.25 Explosives**

Explosives must **not** be used on site under any circumstances. This includes any explosive power tools.

#### **14.26 Petrol Or Diesel Powered Equipment**

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

#### **14.27 Equipment Damage**

Any equipment damage [e.g., air conditioning ducts, fire systems, electrical, etc.] must be reported to the premises building management immediately.

#### **14.28 Hoarding**

For all shop works, e.g., Vacating, or incoming tenancy, a hoarding must be erected to premises building 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 building management's specifications.

Please find a copy of the specifications attached to this document [see Section 19.0]

#### **14.29 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 fit out works, to prevent dust entering the premises.
- 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 fit out and dusty works. All smoke devices within a fit out/Floor must be capped to avoid dust contamination and avoid a General Fire alarm. This must be overseen by the main persons responsible for the fit out. Any false fire alarms that occur through negligence of these house rules, will be subject to incurring the fine from the MFB.

### **15.0 NON-SMOKING ENVIRONMENT**

All enclosed and non-enclosed area of the building premises and all the areas immediately adjacent to all entrances are smoke free. Outdoor café licensed areas are also smoke free zones.

### **16.0 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 building management in relation to safety, quality, performance and labour control, as well as the day to day organisation and planning of the works.

Document Name: 5111-House Rules  
Version: 10  
Last Updated: 8 December 2022

Document Type: Procedure  
Section: EOS

## **17.0 HANDLING & STORAGE**

Tenant's, contractors, and trades people 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 1.4 above.

Contractors must keep the public areas clean to premises building management standards, always and must clean up any dust or mess created by their work[s].

## **18.0 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)

## **19.0 CERTIFICATION OF WORKS**

Certificates of compliance must be provided upon the completion of any fit out works for the following but not limited to these 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 Jones Lang LaSalle's requirements exceed these, Jones Lang LaSalle's requirements shall be met.

## **20.0 PROTECTION OF SURFACES**

Contractors are responsible for protecting all surfaces and finished work from damage during their works. Any damage to surfaces resulting from the contractor's work will be rectified at their own cost.

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.

## **21.0 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 outside of the hoarding and must remain locked during Premises trading hours when not occupied.

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 1 metres from the tenancy/shopfront where applicable.
- The two ends of the hoarding are to return at 45 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.