Property Services Contractor Booklet

Occupational Health & Safety, Security, Environment, Quality and Asset Management

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Status: FINAL
Version: 10.1
DocRef: PS-8259

What's next...

LIST OF CONTENTS

1. Introduction

1.1. Overview

The purpose of this handbook is to provide RMIT University Contractors with guidelines to manage their works on RMIT premises in a safe, environmentally aware and responsible manner.

RMIT personnel who engage Contractors in the course of their works are to be familiar with these guidelines and their implementation.

1.2. RMIT Property Services Life Safety Rules

RMIT Property Services have implemented Life Safety Rules, please familiarise yourself with the below.

RMIT PROPERTY SERVICES

LIFE SAFETY RULES

1 All workers on RMIT sites must be trained and competent to conduct their works

This includes completing Property Services online induction prior to commencing works on an RMIT site.

2 All incidents and hazards observed on RMIT sites are to be reported in a timely manner

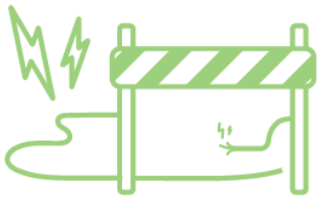
PRIME is the reporting tool for hazards and incidents at RMIT.

Contractors are to report to Property Services Representative all incidents and hazards ASAP.

All Property Services employees are responsible for entering incidents and hazards into PRIME for events witnessed or reported to them by a third party eg. Contractor.

3 Never violate or instruct others to violate safety procedures or safe work instructions

This includes RMIT processes.



4 Control high risk works

Including:

- Work at heights
- Service and fire isolation and work on isolated services
- Disturbance of hazardous materials
- Hot works
- Excavation and floor penetration works
- Confined space works
- Use of Plant
- Lifting operations
- Traffic management (vehicle and pedestrian)

For more details SCAN:

or VISIT:
https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/property-contractor-management

RMIT UNIVERSITY

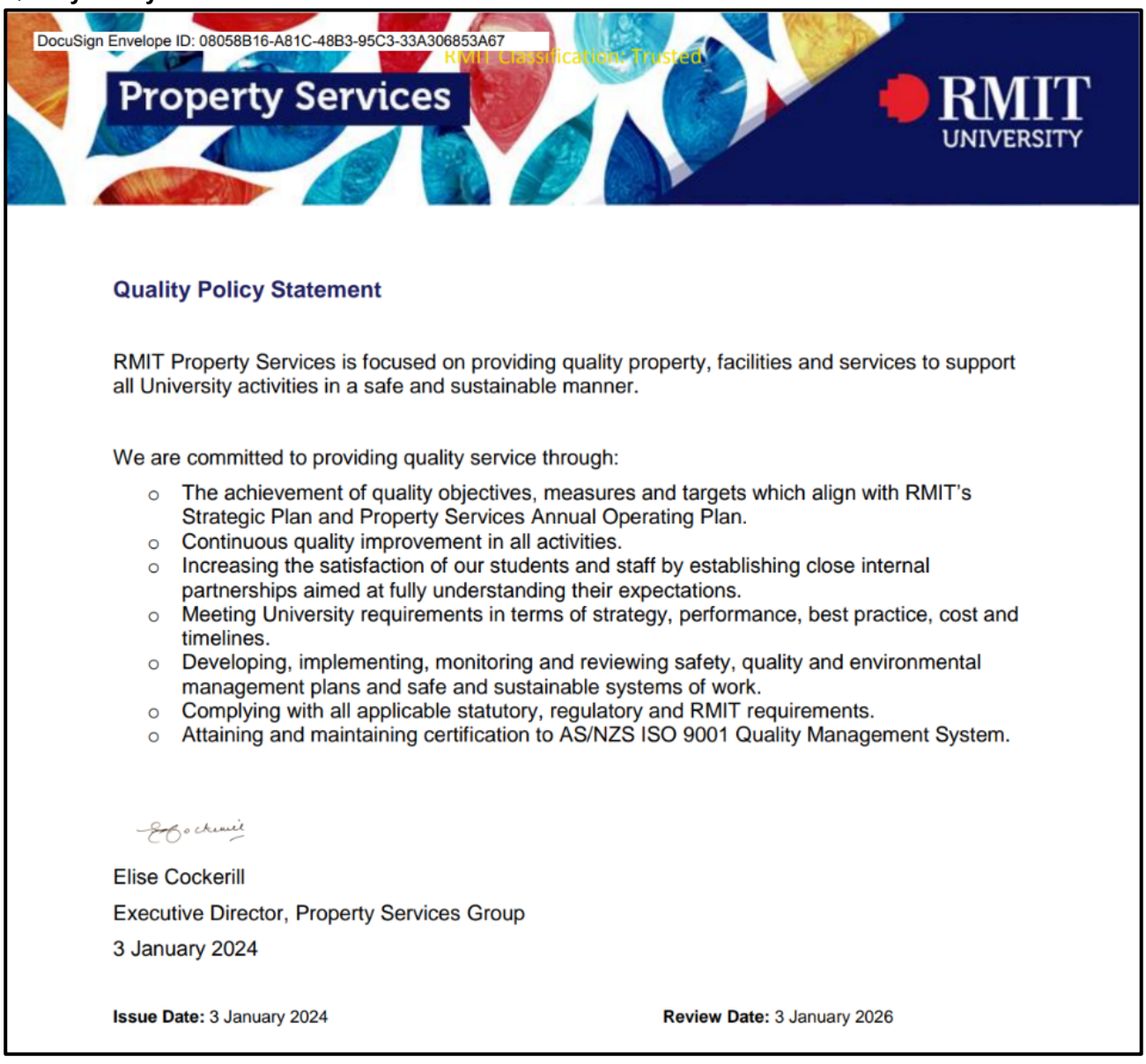
1.3. Property Services Policy Statements

RMIT Property Services has an Integrated Management System that is aligned to the following ISO standards:

- ISO 9001 Quality
- ISO 14001 Environmental
- ISO 41001 Facilities Management
- ISO 45001 Occupational Health & Safety
- ISO 5501 Asset Management

The system is a set of processes and practices that enable an organisation to undertake their activities in a consistent, efficient and safe manner, and to reduce environmental impacts. The system assists in meeting occupational health and safety and environmental regulatory requirements and compliance obligations. All contractors are expected to comply with the PSG Policy Statements and all relevant work processes.

Quality Policy Statement



Property Services

RMIT UNIVERSITY

Quality Policy Statement

RMIT Property Services is focused on providing quality property, facilities and services to support all University activities in a safe and sustainable manner.

We are committed to providing quality service through:

- The achievement of quality objectives, measures and targets which align with RMIT's Strategic Plan and Property Services Annual Operating Plan.
- Continuous quality improvement in all activities.
- Increasing the satisfaction of our students and staff by establishing close internal partnerships aimed at fully understanding their expectations.
- Meeting University requirements in terms of strategy, performance, best practice, cost and timelines.
- Developing, implementing, monitoring and reviewing safety, quality and environmental management plans and safe and sustainable systems of work.
- Complying with all applicable statutory, regulatory and RMIT requirements.
- Attaining and maintaining certification to AS/NZS ISO 9001 Quality Management System.

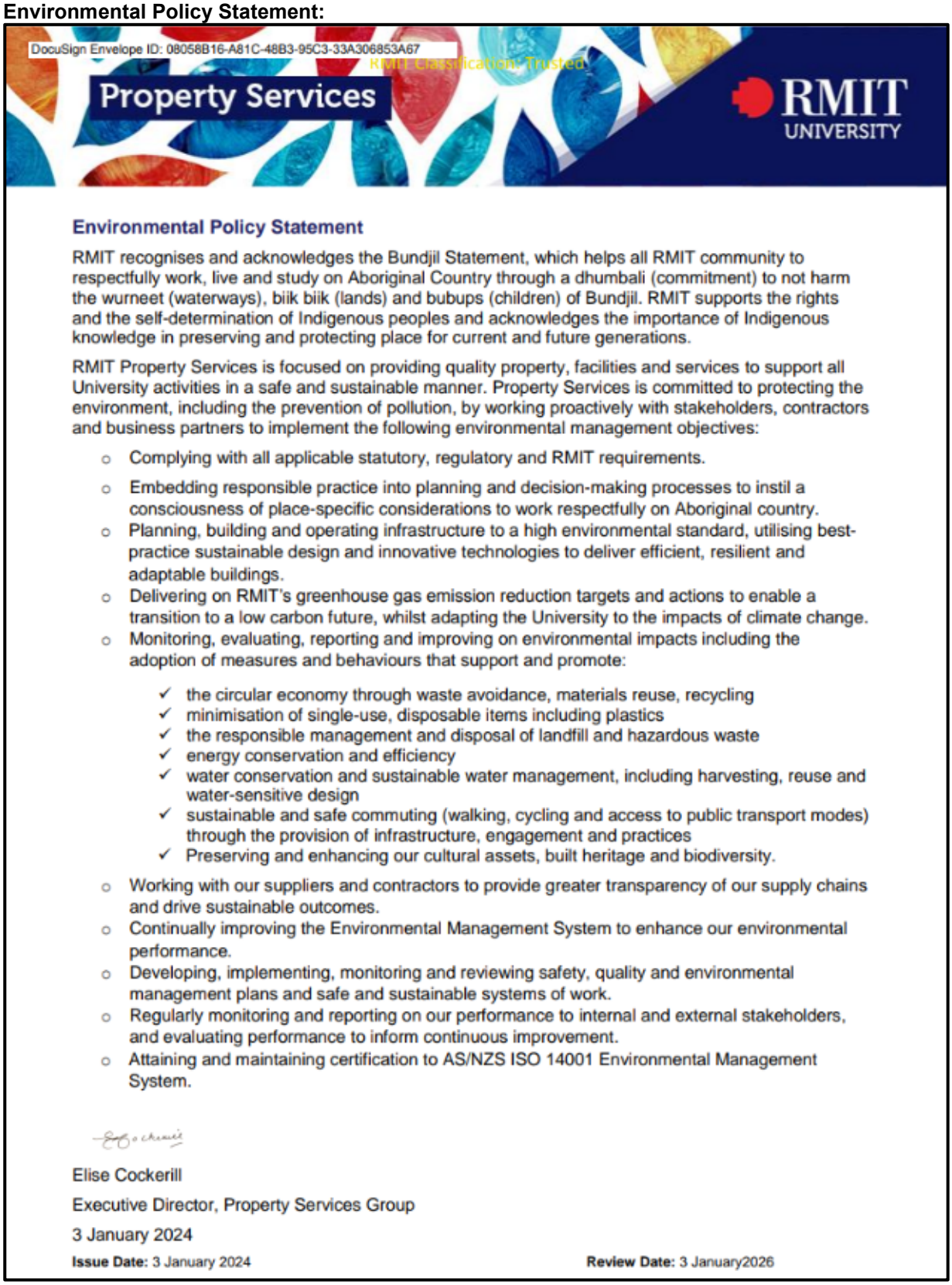
Elise Cockerill

Executive Director, Property Services Group

3 January 2024

Issue Date: 3 January 2024 **Review Date:** 3 January 2026

Environmental Policy Statement:



Property Services

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Environmental Policy Statement

RMIT recognises and acknowledges the Bundjil Statement, which helps all RMIT community to respectfully work, live and study on Aboriginal Country through a dhumbali (commitment) to not harm the wurneet (waterways), biik biik (lands) and bubups (children) of Bundjil. RMIT supports the rights and the self-determination of Indigenous peoples and acknowledges the importance of Indigenous knowledge in preserving and protecting place for current and future generations.

RMIT Property Services is focused on providing quality property, facilities and services to support all University activities in a safe and sustainable manner. Property Services is committed to protecting the environment, including the prevention of pollution, by working proactively with stakeholders, contractors and business partners to implement the following environmental management objectives:

- Complying with all applicable statutory, regulatory and RMIT requirements.
- Embedding responsible practice into planning and decision-making processes to instil a consciousness of place-specific considerations to work respectfully on Aboriginal country.
- Planning, building and operating infrastructure to a high environmental standard, utilising best-practice sustainable design and innovative technologies to deliver efficient, resilient and adaptable buildings.
- Delivering on RMIT's greenhouse gas emission reduction targets and actions to enable a transition to a low carbon future, whilst adapting the University to the impacts of climate change.
- Monitoring, evaluating, reporting and improving on environmental impacts including the adoption of measures and behaviours that support and promote:
  - ✓ the circular economy through waste avoidance, materials reuse, recycling
  - ✓ minimisation of single-use, disposable items including plastics
  - ✓ the responsible management and disposal of landfill and hazardous waste
  - ✓ energy conservation and efficiency
  - ✓ water conservation and sustainable water management, including harvesting, reuse and water-sensitive design
  - ✓ sustainable and safe commuting (walking, cycling and access to public transport modes) through the provision of infrastructure, engagement and practices
  - ✓ Preserving and enhancing our cultural assets, built heritage and biodiversity.
- Working with our suppliers and contractors to provide greater transparency of our supply chains and drive sustainable outcomes.
- Continually improving the Environmental Management System to enhance our environmental performance.
- Developing, implementing, monitoring and reviewing safety, quality and environmental management plans and safe and sustainable systems of work.
- Regularly monitoring and reporting on our performance to internal and external stakeholders, and evaluating performance to inform continuous improvement.
- Attaining and maintaining certification to AS/NZS ISO 14001 Environmental Management System.

Elise Cockerill

Executive Director, Property Services Group

3 January 2024

Issue Date: 3 January 2024 **Review Date:** 3 January2026

Facilities & Asset Management System Policy Statement

Property Services

RMIT UNIVERSITY

Facilities & Asset Management Policy Statement

RMIT Property Services is focused on providing facilities & asset management service through stakeholder engagement, planning, operational and sustainable built environments to support RMIT University's activities. We are committed to achieving best practices using approaches that meet or exceed the requirements of ISO41001 & ISO55001, while complying with all legislative and regulatory requirements.

RMIT Property Services is committed to providing quality and safe facilities & asset management service by:

- Demonstrating leadership, commitment and continuous improvement to facilities management activities at all levels of Property Services.
- Utilising our integrated services to drive stronger collaboration across disciplines to improve our student and staff quality of life experience and wellbeing.
- Incorporating and using facilities & asset planning to inform its strategic planning activities and investment decisions.
- Ensuring informed facilities & asset management decisions are conducted throughout the whole of life cycle activities.
- Utilising consistent methodology for assessing, planning, managing and reporting on facilities & asset performance.
- Achievement of facilities & asset management objectives, measures and targets which align with RMIT's Strategic Plan and Property Services Annual Plan.
- Demonstrating innovation across all disciplines and service groups to improve operational efficiency, effectiveness and workforce productivity.
- Attaining and maintaining certification to ISO 41001 Facilities Management - Management System requirements and ISO55001 Asset Management – Management System requirements.

Elise Cockerill
Executive Director, Property Services Group
3 January 2024

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Review Date:3 January 2026

Occupational Health and Safety Policy Statement:

Property Services

RMIT UNIVERSITY

Occupational Health and Safety Policy Statement

RMIT Property Services is focused on providing quality property, facilities and services to support all University activities in a safe and sustainable manner. Property Services is committed to health, safety and wellbeing by working proactively with stakeholders, contractors and business partners to implement the following safety management objectives:

- Health, safety, and wellbeing methodologies will be followed when designing, delivering and operating fit for purpose facilities.
- Consultation and participation of workers, including worker's representative where they exist, is incorporated in health, safety and wellbeing methodologies.
- Compliance with all applicable statutory, regulatory and RMIT requirements
- Eliminating and reducing identified OHS hazards and risks.
- Continual improvement to the OHS Management System to ensure our policies, objectives and processes for OHS performance are established, met and reviewed.
- Achieving OHS objectives, measures and targets which aligns with the Property Services Annual Plan.
- Providing and disseminating health, safety and wellbeing information, training and supervision for Property Services Staff and Contractors.
- Developing, implementing, monitoring and reviewing safety, quality and environmental management plans and safe and sustainable systems of work.
- Undertaking regular site inspections on active work sites.
- Attaining and maintaining certification to AS/NZS ISO 45001 OHS Management System.

Elise Cockerill

Executive Director, Property Services Group

3 January 2024

1.4. Occupational Health, Safety and Environment (OHSE)

Contractors are expected to manage their work sites in a safe manner and complying with *Victorian OHS and Environmental Act and Regulations* and RMIT University's requirements. RMIT University Property Services page has all information required to access Safety and Security pages. This booklet covers some of the below topics:

- Life Safety Rules
- OHS&E Policy Statements
- Mandatory Requirements
- Impact to the University
- Emergency procedures, contacts (identification and sequence)
- How to report incidents and near misses
- Permit to Work requirements
- General housekeeping issues
- Personal safety around an event site
- Waste Management

All contractors working on any of the RMIT University Campuses must complete the RMIT Contractors Online Induction via the RMIT Contractor Management System (RMIT CMS, RapidGlobal). Upon completion of the online induction training Contractors will be verified via RapidGlobal allowing them to sign-in and out of campus.

Persons found working outside the parameters set by this 'OHS&E Site Booklet for Contractors' may be removed from the University, followed by further corrective action for their associated employers.

1.5. Duties of Employees (Sect.25 OH&S Act 2004)

The following extract is sourced from WorkSafe Victoria (May 2005 (https://www.worksafe.vic.gov.au)

While at work, an employee has the below duties prescribed in the Act.

a. **Taking reasonable care** for their own health and safety and that of other people who may be affected by the work being done. Employees should:
   - Avoid engaging in practical jokes that could harm people; and
   - Not take short-cuts which could reduce the level of safety.

b. **Duty to cooperate with employer** with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.
   - Following the workplace safety policies and procedures;
   - Attending health and safety training and following the instruction and advice provided in them; and
   - Using equipment supplied by the employer, such as adjustable workstations, or protective gear such as safety boots, hearing protection, or high visibility vests as instructed.
   - Employees can assist the employer to prevent risks to workplace health and safety by notifying them of any hazards.

c. **Duty not to recklessly interfere or misuse** - an employee must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
   - Do not remove or bypass machine guarding or other safety devices;
   - Do not use a fire extinguisher for purposes other than putting out fires.

1.6. RMIT Contractor Management/Induction Requirements

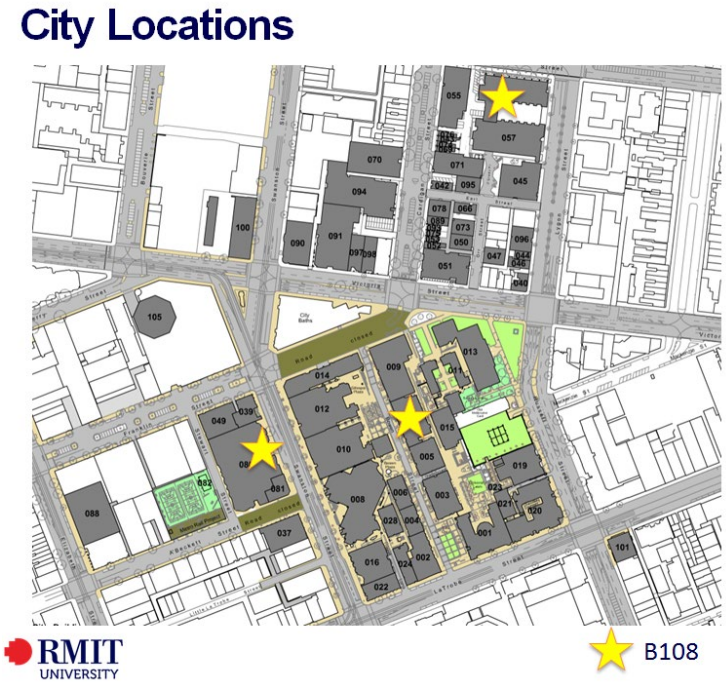
- All Vendors engaged by Property Services are to be registered and verified via the RMIT RMIT CMS. Vendors can then issues passwords to individual workers as required. Please refer to RMIT Process: Property Services Contractor Management System, for more information.

- All Workers engaged by a Vendor are required to complete their online induction and provide requested documents via the RMIT CMS.

- Prior to commencing works on site, all workers, including sub-contractors will be required to sign in/out every day at the specified RMIT CMS hardware. All workers are required to sign-in and out, if the hardware is not working, workers are to go to alternative hardware location.

The locations of the hardware are;

- Building 5, Level 1
- Building 108 Level 2
- Building 56, Level 2
- Building 515, Level 1
- Building 251, Level 1
- Building 202, Level 2



- Workers not signed in will not be authorised to undertake works. Any breach of this will be considered an incident and reported as such.

- All Vendors must have relevant documentation relating to their works readily available to a Property Services representative upon request.

- All documentation listed below shall be uploaded and verified before any works may commence:

    - For Vendors:
        - A Certificate of Currency of your Worker Compensation Insurance
        - A Certificate of Currency of your Public Liability Policy (at least $10 million)
        - Professional Indemnity Insurance (where required, minimum AUD$5,000,000)
        - Vendor Licences and Trade Certificates, where required
        - Safety Documentation (minimum Safe Work Method Statement)

- For Workers engaged by Vendors:
  - Photo Identification
  - Evidence of Working with Children's Check
  - Evidence of the completion of the University online induction

Please note:

- The completion of Property Services Permit to Work (PTW) form for works that require a permit to proceed with works signed off by an authorised Property Services representative
- Contact your RMIT Property Services Representative for any unclear matters

2. Site Security and Emergency

2.1. Security Control

2.1.1. City Campus

Address	Security Control Room Building 5, Level 1 Bowen Street (entry via Chemistry Lane), Melbourne
Security Service Desk (24 hrs)	9925 3895

2.1.2. Bundoora West and East Campus Control Point

Address	Security Reception Building 210 (foyer connecting 202 &210) Clements Drive Bundoora
Security Service Desk (24 hrs)	9925 7599

2.1.3. Brunswick Campus Control Point

Address	Building 515 Level 1 Room 325 Dawson Street Brunswick
Security Service Desk (Monday to Friday, 7am to 10pm)	9925 9170
Security Service Desk after-hours enquiries	9925 3895

2.2. Arriving on Site

RMIT University appointed contractors must sign in and out of the kiosks located across the campuses. Swipe access cards are to be requested via Security.

Prior to works commencing, any approvals for permits must be obtained from the relevant RMIT representative. The nominated RMIT Representative will act as a single point of communication in relation to any questions or issues that arise.

Contractors who need to access buildings to conduct work are to request keys from Security. Keys are to be returned to Security upon completion of works at the end of shift.

2.3. Emergencies

Refer to the Emergency RMIT Emergency Response Guide for information on how to report and respond to emergencies.

Emergencies on all campuses: Brunswick, Bundoora, City and Hamilton

National emergency number for Fire, Police, Ambulance or State Emergency Service	**000 from landline (dial 0 first if on campus) or 112 on mobile phone**
RMIT Security	53333 (on internal phone) 9925 3333 (on external phone) In the event of a medical emergency at Hamilton please notify RMIT Security on 53333 or 0418 301 875 if an ambulance is called
State Emergency Service (SES) for storm or flooding emergencies	132 500 (dial 0 first if on campus)
Poisons Information Centre	131 126 (dial 0 first if on campus)
106 TTY Emergency Service	If you are deaf or have a speech or hearing impairment call 106 for teletypewriters

(Notify Security on ext. 53333 or Mobile 0418 301 875 to facilitate ambulance access onto)

Details to provide in an emergency:

- Emergency service required (e.g., Police, Fire, Ambulance, State Emergency Service)
- The type of incident (fire, medical, explosion, assault, etc.)
- The exact location of the emergency (e.g., address and campus)
- Your name and contact number
- How` many people are injured if any
- Nature of illness (if a medical emergency).

If there's an emergency situation on campus, security staff are available to respond immediately.

2.4. Evacuation Procedure

An evacuation is the movement of people away from danger. Contractors can be asked to evacuate a building or area if there is a fire alarm, an actual fire, or other threats.

In the event of a fire or emergency evacuation, two different alarm signals will be broadcast over the public address system, they are:

ALERT TONE ('BEEP, BEEP')

On hearing the Alert tone, you should:

- Check area for fire, smoke or other abnormal situations.
- Prepare for evacuation commence with shutdown of work by saving any computer files, switching off electrical appliances, closing gas valves and making the area safe to leave where safe.
- Await further instructions relayed over the public address system, or from emergency warden. These instructions could relate to evacuation. You are not required to evacuate unless instructed to do so.
- Commence evacuation if you hear the Evacuation Tone ('Whoop, Whoop'); you are instructed to by Wardens / RMIT Security; or if there is immediate danger or threat to life.

EVACUATE TONE ('WHOOP, WHOOP')

On hearing the Evacuate tone, or if directed to evacuate by the Wardens / RMIT Security / Attending Emergency Services, you should

- Evacuate the building via the marked exits and stairs.
- DO NOT use the lifts or escalators (unless advised to do so by the Emergency Services).
- Follow directions made over the public address system, from the Wardens, RMIT Campus Security Services, or attending Emergency Services.
- Proceed to the Assembly Area (refer to your nearest Evacuation Diagram).

3. General OHSE Requirements at RMIT

3.1. Impact to University Operations

RMIT University's core business is learning, teaching and research. Where works are occurring within or adjacent to a live university area, contractors must assess and control their tasks and activities in relation to how they could impact staff and students. Examples of hazards that may impact university activities include but are not limited to–

- Noise
- Dust
- Vibration
- Fumes and Odours of paints, resins etc.
- Electrical Hazards
- Slip or Trips
- Poor housekeeping
- Movement of tools, equipment and construction waste
- Use of lifts and Escalators
- Unexpected discharge of waste

All contractors should present themselves in a suitable manner appropriate to the university environment. Property services will continuously assess compliance with mandatory rules, any deviation from would be treated seriously.

3.2. Behaviour

The Contractor must ensure that the behaviour of workers on the site is consistent with the RMIT Staff Code of Conduct.

Workers should present themselves in a suitable manner appropriate to the University environment.

Unacceptable behaviour on RMIT sites:mm

- Disregard of safety
- Intentional breach of RMIT procedures
- Swearing or abusive language
- Smoking
- Using, possessing, distributing or being under the influence of drugs or alcohol
- Music or radios impacting outside of work area
- Use of personal headphones whilst undertaking construction or maintenance activities

Workers observed exhibiting behaviours unacceptable to RMIT, may be removed from site.

3.3. Secure and Safe Site

Work areas are to be delineated to prevent unauthorised access to the worksite. Any works in high populated student or staff areas are to be planned for during out of operational hours. All work areas are to be kept clean as per clean housekeeping requirements. All waste bins and skips to be cordoned off with no protruding material that can cause harm.

3.4. Site Personal Protective Equipment

Personal Protective Equipment (PPE) shall be worn whenever signed or documented in work instructions, procedures or risk assessment for the task i.e., SWMS, SDS, equipment operator manual. PPE shall be suitable to the physical environment.

All contractors must provide their own protective equipment. PPE are to be in good condition and used correctly.

3.5. Tools and Equipment

Only safe tools and equipment are to be brought onto or used on University premises. It is the responsibility of the contractor to implement regular inspections to ensure all tools and equipment are maintained in a safe and operable condition. Tools are to be operated in line with manufacturer's operations manual. Tools shall not be left unattended in public places.

3.6. Qualified and Competent Workforce

It is the responsibility of the contractor manager to ensure only appropriately qualified, licensed and experienced personnel are used on University premises. For example, only personnel with appropriate certificates are to operate plant and only licensed electrical workers are to carry out work on electrical equipment. Work conducted by any apprentices or assistants must be closely supervised, inspected and approved by the contractor supervisor.

3.7. Safe Work Practices

All tasks which pose risk are to have a risk assessment in the form of a SWMS before works commence. This is to ensure workers are instructed in the necessary safe work practices including any special precautions. The contractor supervisor is to ensure all personnel follow safe work practices for all work conducted on University premises or on behalf of the University.

3.8. Supervision of Safe Works

It is the responsibility of the contractor to provide supervision of all work on University premises to ensure safe operations. Ensure that apprentices are sufficiently supervised – see Energy Safe Victoria guidance note.

3.9. Hazard Reporting

Any hazards that are identified must be actioned. If safe to do so, eliminate the hazard e.g. – clean up spills, remove trip hazard etc. If it is not possible or safe to immediately eliminate the hazard, take steps to make the area safe e.g., barricade the area off, put signage etc. If the task or area is unsafe, cease work until the safety issue is resolved.

Hazards are to be reported on a weekly basis to the RMIT Property Services Representative.

3.10. Electrical Safety

All works on electrical equipment must be carried out only by qualified persons. Testing, tagging, and isolating requirements should also be met to eliminate the risk of electrocution.

4. Incident Management Procedures

4.1. Incident

All incidents (including environmental), accidents and near misses involving Contractors performing works on RMIT sites, RMIT staff, students, property, or members of the public on RMIT sites must be reported to RMIT asap.

Incidents classed as: Medical treatment plus, notifiable, high potential or have an impact to RMIT operations including environmental incidents are to be reported to the Property Services Safety Team and the RMIT Representative engaging the works in line with the following;

- Immediate (within one hour) notification is to be by phone call or text message to: 0499 300 563
- Update/ more details via email (prior to end of workers shift) to: david.shaw3@rmit.edu.au

All other Incidents to be notified before end of shift by phone call or text message and via email to 0499 300 563 | david.shaw3@rmit.edu.au.

If you cannot get a hold of David Shaw (e.g., he is on leave or unavailable) you must contact Bonnie Meiselbach immediately on 0499 013 042

All incidents, accidents and near misses (regardless of severity) are to be notified to Property Services Safety Team (as per above contact details) and the RMIT Representative via email prior to the end of that shift. This does not negate or supersede Contractors internal OHS/reporting processes that must be followed.

Any incidents classified as High Severity or High Potential, or when deemed necessary at the discretion of the Property Services Safety and Environmental Team will require an initial incident meeting within one business day and provide an ICAM report or equivalent.

When the Security Control Room is contacted for assistance, try to provide the following information:

- The nature, exact location and number of injured person(s)
- Resources requirements - Ambulance, Fire, Police, or RMIT Security
- Your name and contract details

4.1.1 Serious Incidents / Dangerous Occurrences

In the event that there is a death or serious injury (Amputation, Electric Shock, Spinal Injury, etc.), Worksafe must be notified, and the site must not be disturbed beyond:

- Protecting the health and safety of a person(s).
- Aiding an injured person involved.
- Taking essential action to make the site safe or to prevent a further occurrence of an incident.
- Where the incident occur contact RMIT Security on extension 53333.

4.1.2 Definition of an Environmental Incident:

An environmental incident is an occurrence or set of circumstances that as a consequence pollution (air, water, noise, or land) occurs or an adverse environmental impact (heritage, ecology) has occurred, is occurring or is likely to occur.

A contractor should have an emergency and environmental incident procedure in place, including the response, reporting and investigation of incidents.

4.2. Reporting Incidents Unsafe Acts or Conditions of the Workplace

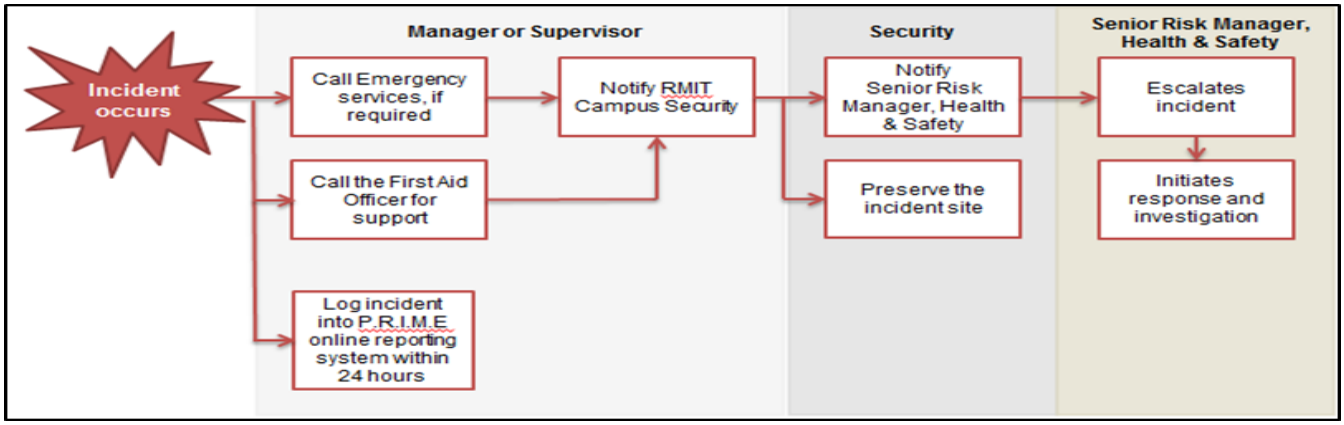
RMIT empowers everybody to intervene and stop any activity where there is potential for serious injury to occur due to acts or emissions of a work group. You must report all unsafe acts or hazards to your supervisor and RMIT representative.

4.2.1. Classification and Notification of Incidents

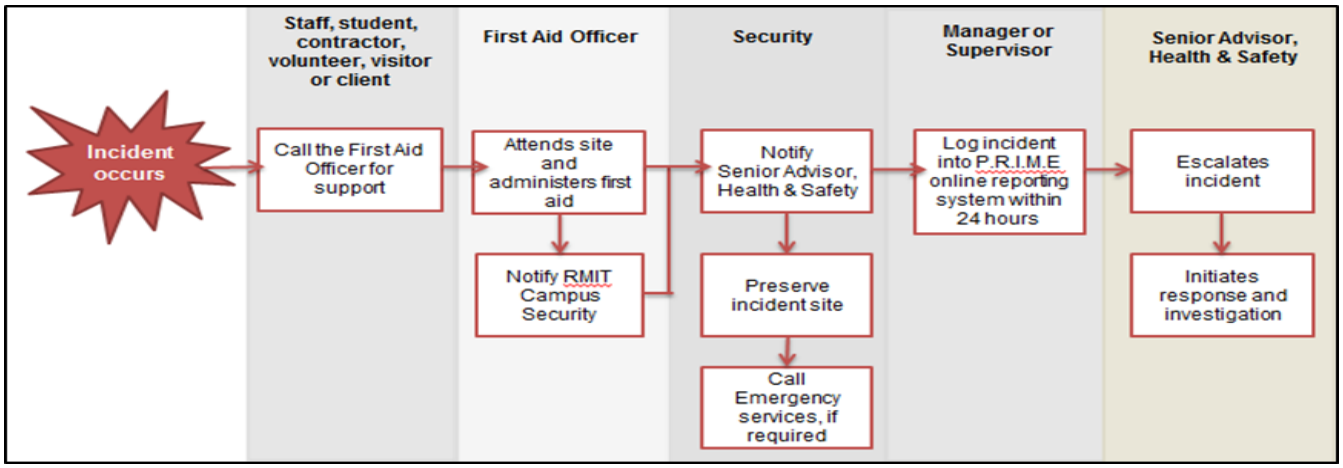
Code	Classification definition	Mandatory Notification Timeframes
Critical Severity Incident	• Fatality • Serious injury i.e., Medical Treatment or Lost Time Injury • Notifiable Incident: incident notified to a statutory body such WorkSafe, ESV, EPA, DHHS, Comcare etc • High Potential: An event with the realistic potential of serious/high consequence outcome. This includes incidents involving dropped or falling objects • Ambulance called to site, or person taken to hospital for assessment as a result of incident from FAM/CW activities • An event, which is likely to cause extreme physical and /or emotional distress to staff, students, volunteers, visitors and clients • Near miss that could have resulted in the above	**Immediate - within 1 hour (Direct Contact via phone/text)**
High/Medium Severity Incident	• Procedural Breach • Environmental Incident • Fumes and Odours resulting in Staff disruptions • Property damage (With risk to safety) • Near miss that could have resulted in any of the above.	**Immediate – or before end of the shift** (at the latest)
Low Severity Incident	• Property damage • First Aid Injury (FAI) • Hazard • Near Miss that could have resulted in FAI or Property Damage	**Immediate – or before end of the shift** (at the latest)

4.2.2. Response Process Maps

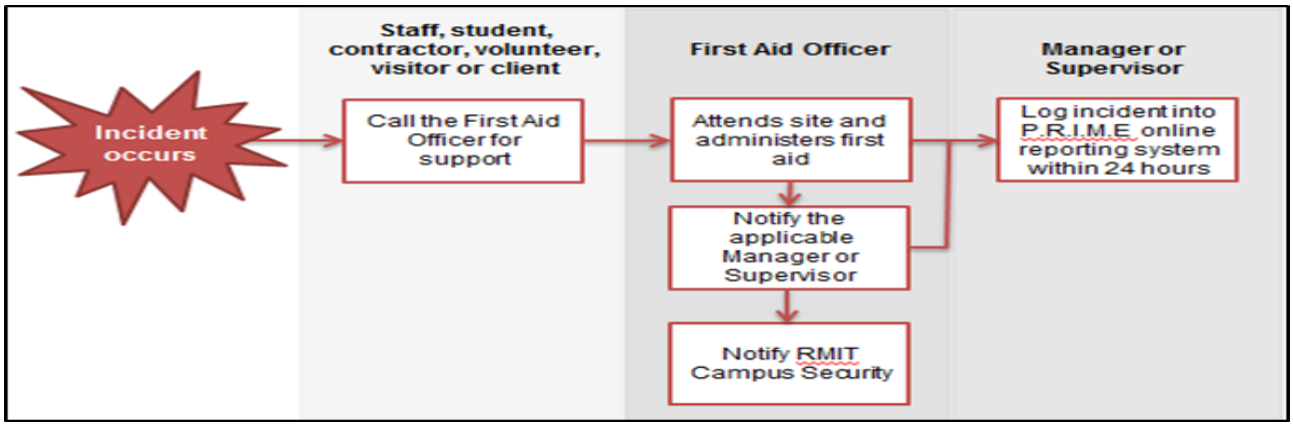
High Severity Incident (Red) Process Response Map



Medium Severity Incident (Orange) Process Response Map



Low Severity Incident or Event (Green) Process Response Map



4.3. First Aid

All contractors must provide first aid facilities for all their staff. These must be easily accessible for all its employees wherever they may work within the University.

The Contractor's employees may obtain any item of first aid from a local University workplace (if available) however Contractors are required to provide their own supplies, particularly for minor matters.

All University Security Officers possess a valid Level 2 First Aid certificate and can assist if summoned to do so.

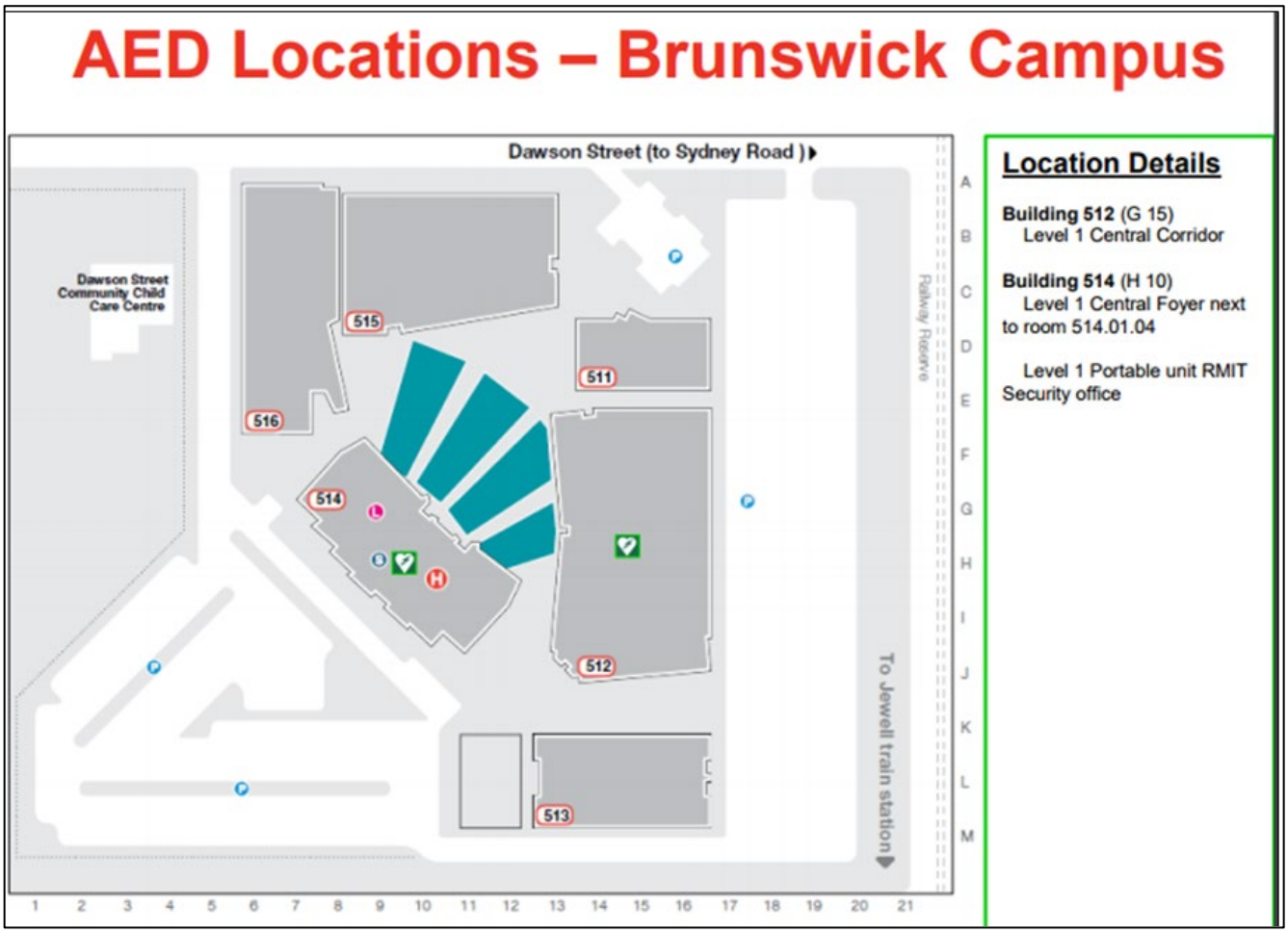
Any incident resulting in the need to administer First Aid must be reported to Security. They can be contacted on **9925 3333**. Alternatively, any enrolled subscribers to the ***SafeZone*** app can summon assistance by activating this service where possible.

4.4. Automatic External Defibrillators (AEDs)

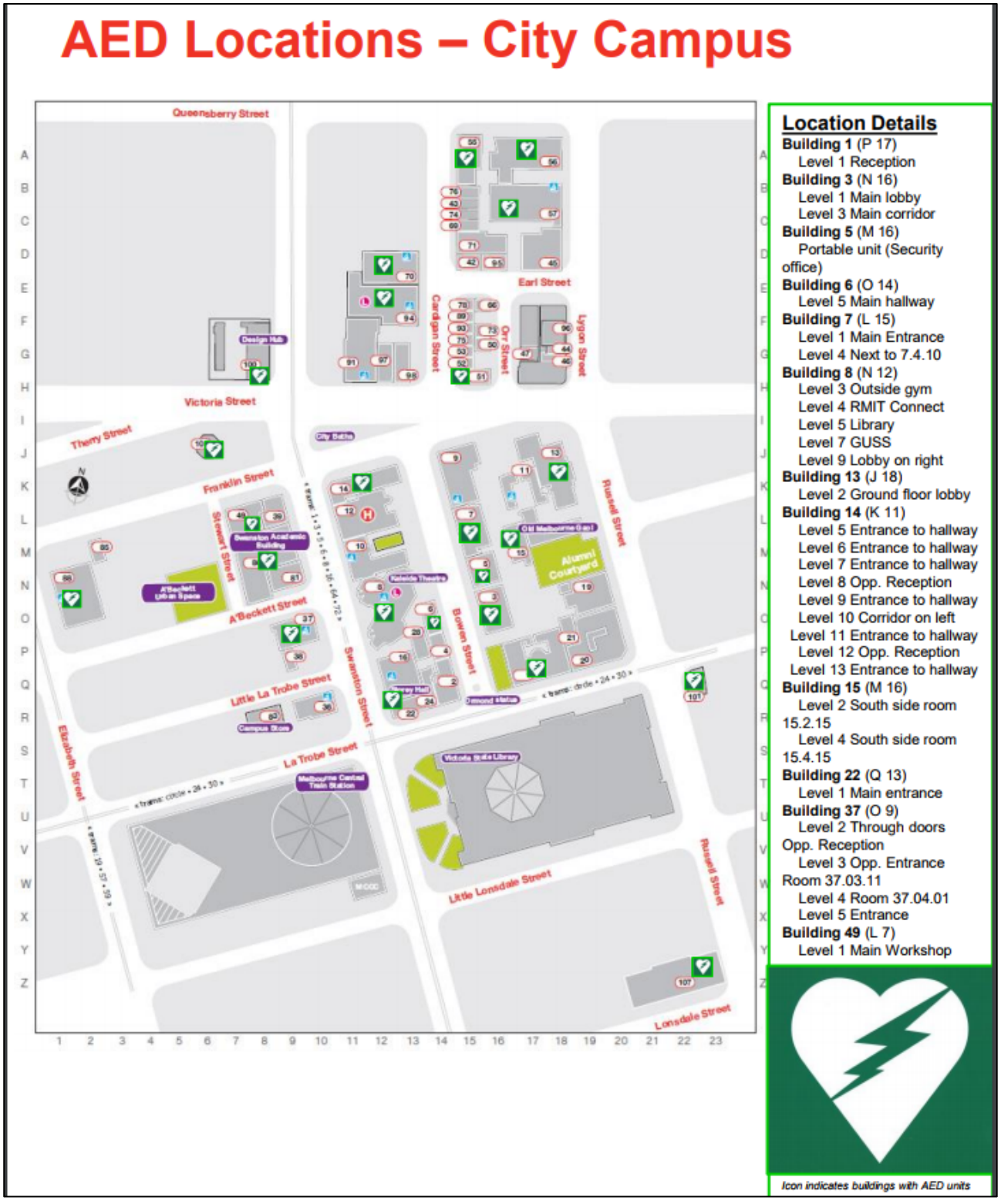
AEDs are strategically located around all campuses of which can be utilised by anyone in the event of a suspected sudden cardiac arrest. It is important that you familiarise yourself with where the closest AED is located to your site. AEDs which are missing, have been used or appear to have been tampered with must be reported to Property Services.

Please refer to the maps below for location of AEDs.

4.4.1. Brunswick Campus AEDs Locations



4.4.2. City Campus AEDs Locations



AED Locations – City Campus (cont.)

Location Details

Building 51 (H 15)
Level 2 Main lobby
Level 4 Main lobby
Level 6 Main lobby
Level 8 Main lobby

Building 55 (A 15)
Level 2 (Ground Floor) on left near 55.02.1

Building 56 (A 17)
Level 5 Main corridor
Level 7 Main corridor

Building 57 (C 17)
Level 1 Main corridor
Level 2 (Ground floor) Main Entrance

Building 70 (D 12)
Level 1 Ground floor lobby
Level 3 Lobby near stairs

Building 80 (M 8)
Level 2 Main corridor
Level 7 Near escalator

Building 88 (N 2)
Level 10 Opp. reception

Building 94 (E 12)
Level 2 Ground Floor next to lifts

Building 100 (G 8)
Level 3 Ground floor next to lifts

Building 101 (Q 22)
Level 10 Lift Lobby

Building 105 (J 6)
Level 9 Reception
Level 10 Reception

Building 107 (Z 22)
Level 27 Kitchenette 107.27.006

Building 108 (not on map)
235-251 Bourke Street
Level 10 Reception

Icon indicates buildings with AED units

4.4.3. Bundoora Campus AEDs Locations

AED Locations – Bundoora Campus

Location Details

West Campus

Building 201 (N 5)
- Level 1 Tunnel near entrance building
- Level 2 Main corridor
- Level 4 Next to lifts
- Level 6 Next to lifts
- Level 8 Next to lifts
- Level 10 Next to lifts

Building 202 (N 10)
- Level 2 Portable unit Security office
- Level 4 Lobby near stairs

Building 203 (L 5)
- Level 2A Foyer near reception

Building 206 (N 6)
- Level 2 (Ground floor) Foyer

Building 210 (N 8)
- Level 2 Library

Building 214 (L 11)
- Level 1 Near entrance

Building 215 (N 11)
- Level 1 Foyer, car park entrance

Building 220 (M 12)
- Level 2 Main Entrance

Building 223 (L 7)
- Level 1A Opp. reception
- Level 2B Central corridor

East Campus

Building 251 (C 14)
- Level 3 Opp. reception

Building 252 (C 18)
- Level 1 West entrance near 252.01.08

Building 253 (D 20)
- Level 2 Near 252.02.01

Building 255 (E 19)
- Level 1 Meeting room/kitchen 255.01.12

Icon indicates buildings with AED units

4.5. Nearby Hospital Facilities with Casualty Treatment Bays

City Campus and Brunswick Campus **The Royal Melbourne Hospital** 300 Grattan Street, Parkville VIC 3050 Phone: (03) 9342 7000 **The Alfred Hospital** 55 Commercial Rd, Melbourne VIC 3004 Phone: (03) 9076 2000 **St Vincent's Hospital** 59 Victoria Parade, Fitzroy VIC 3065 Phone: (03) 9411 7111	**Bundoora Campus** **The Northern Hospital** Epping 185 Cooper Street, Epping VIC 3076 Phone: (03) 8405 8000 **Point Cook Campus** **Werribee Mercy Hospital** 300 Princes Hwy, Werribee VIC 3030 Phone: (03) 8754 3000 **Hamilton Campus** **Western District Health Service** 20 Foster Street Hamilton, Vic 3300 Phone: (03) 5551 8222

5. Risk Assessment (JSA or SWMS)

Works are not to commence without a RMIT site-specific JSA or SWMS for high risk activites. Principal Contractors are to conduct all works in accordance with their OHSE Management Plan which must be submitted to RMIT. All personnel at a work site must have ready access to risk assessment planning undertaken.

All work completed by a Contractor and its employees shall be properly planned and all risks mitigated as far as reasonably practicable.

Hazards that may be found on RMIT sites include but are not limited to:

- Falling from one level to another
- Hazardous substances or dangerous goods; volatile odours
- Hazardous building materials
- Manual handling
- Energized services
- Noise, vibration.

When a risk assessment is reviewed, all members of the work crew are to be informed and sign on the reviewed document. The Contractor will advise the University if it intends to depart from these documented risk mitigations.

It is the responsibility of the Contractor and its employees to identify all environmental aspects and impacts that are associated with their works. All work completed by the Contractor shall be properly planned and all environmental risks mitigated as far as reasonably practicable.
Some of the significant aspects and impacts found at RMIT sites but are not limited to –

- Soil management - potentially contaminated soil
- Water management – potentially contaminated storm water runoff and ground water
- Hazardous substances or dangerous goods – leak or spill causing discharge to environment
- Noise and vibration – impacts to the environment
- Air quality – fumes or odours (VOC's, vehicle exhausts, dust)

- Resource usage – energy and water
- Heritage and biodiversity impacts – building heritage, cultural heritage, impacts to trees
- Waste management

It is the Contractors responsibility to conduct and risk assessment of the environmental aspects and impacts. Any significant aspects and impacts must have documented controls in place. These could be incorporated into SWMS or in a site-specific OHSE Plan.

6. Housekeeping

The contractor is responsible for ensuring their workplace and surrounding areas are kept in a clean and safe condition to minimise the risk to health and safety of all persons on the site including students and staff. Contractors must keep a clean workplace and minimise debris in order to reduce the risk of fires, tripping hazards and the obstruction of egress points. Accumulation of combustible waste is not permitted.The worksite shall be cleaned at the conclusion of works with no trace of construction or maintenance activity.

Examples of Good and Bad Housekeeping Practices Housekeeping

7. Hazardous building Materials Management

The following materials are considered to be hazardous building materials (Hazmat) at RMIT:

- Asbestos-containing materials (ACM)
- Lead-containing paint (LCP)
- Ozone depleting substance (ODS)
- Polychlorinated biphenyls (PCBs)
- Synthetic mineral fibre (SMF) materials
- Respirable Crystalline Silica

7.1. RMIT Hazardous Materials Management Plan (HMMP)

The management of all hazardous building materials is detailed in the RMIT Hazardous Materials Management Plan (HMMP). This HMMP is the key reference document for the safe and proactive management of hazardous materials at RMIT. This document is to be made available to, and understood by, all persons involved in the management and operation of the site.

RMIT has specific requirements and procedures for works which may impact hazardous materials on RMIT premises.These requirements and procedures may be over and above legislative compliance. All contractors performing or managing works impact hazardous materials on RMIT premises must understand these requirements and procedures including Sections 6.7 of the HMMP which outlines the process of works impacting hazardous materials and Sections 7 & 8 of the of the HMMP which lists specialist contractor requirements.

RMIT does not permit non-specialist contractors to conduct works on or to identify hazmat materials. All works requiring the disturbance or removal of asbestos containing materials at RMIT premises are to be conducted by a Licensed Asbestos Removalist, in accordance with OHS Regulations and this HMMP. Refer to HMMP Appendix B for list of RMIT approved service providers.

7.2. Respirable Cyrstalline Silica

Uncontrolled dry cutting of engineered stone is banned in Victoria.

Contractors must:

1. Identify if works being carried out is crystalline silica process
2. Identify if the work being carried out is high risk crystalline silica work
3. Complete a crystalline silica hazard control statement (or SWMS) is carrying out high risk crystalline silica work

OR

Complete a risk assessment to identity if the crystalline silica process is or is not high-risk crystalline work.

7.3. RMIT Hazardous Materials Database

All materials suspected of containing asbestos or being a hazardous material in RMIT owned and leased buildings are identified and recorded in the RMIT Hazardous Materials Database including, complete risk assessment and control measures.

In accordance with the *2017 Victorian OHS Regulations, Part 4.4 Asbestos*, Contractors conducting demolition and refurbishment works must not commence until they have reviewed the RMIT Hazardous Materials Database.

Request for access to the RMIT Hazardous Materials Database should be sent to psgpermits@rmit.edu.au. Contractors should get the written endorsement from their RMIT representative, and forward this onto to psgpermits@rmit.edu.au along with details of the project duration to request access.

7.4. Works Impacting Hazardous Materials at RMIT

Planning and delivery of all RMIT Property Services works follow the same three step Hazmat Process Flow regardless of the scale or complexity or entity engaging the works.

Step 1: Desktop Database Review
Step 2: Division 6 Hygienist Site Inspection
Step 3: Hazmat Removal Works and RMIT Hazardous Materials Database Update.

Refer the RMIT Hazardous Materials Management Plan (HMMP) for more details.

7.5. Hazmat Permit to Work (PTW)

All works which disrupt Hazardous Materials or require access to Building 108 or Building 201 require a authorised Permit To Work (PTW) prior to the commencement of those works. Refer to Section 12 for more information. Two types of Hazardous Materials PTW exist:

o A B108/B201 Access Permit (Non-Disruptive) is required for any works that will be conducted in Buildings 108 in the city campus or Building 201 in the Bundoora West campus due to in-situ hazardous materials present.

o A Hazardous Materials (Disruptive) permit is required when works conducted have the potential to disturb Asbestos/Lead Containing Materials and works that will disturb SMF within the ceiling void. This Permit may be valid for the duration of the specific work activity; however, the validity period will not exceed 30 days or 1 month.

7.6. Hazmat Labelling

In cases of present asbestos or suspected asbestos containing materials, RMIT has affixed to the building material. These labels used within RMIT properties may take the following form:

<table>
<tr><th colspan="2">Example Asbestos and Hazmat Warning Labels and Signage</th></tr>
<tr><td> 
</td><td> 
</td></tr>
<tr><td>Example 1: Preferred RMIT warning label</td><td>Example 2: Preferred RMIT warning label (entrance points to roofs/plant)</td></tr>
<tr><td> 
</td><td> 
</td></tr>
<tr><td>Example 3: No Entry signage that may be used at entrances to asbestos work areas and any areas with specialist controls and access procedures with regard to hazmat</td><td>Example 4: Historic RMIT warning labels some of which are still in use on-site, these will be phased out overtime</td></tr>
</table>

7.7. Unanticipated Find or Disturbance of Suspect Hazardous Building Materials

RMIT has established Emergency Procedures in the event of suspect or unanticipated hazmat material is identified or disturbed. **It is imperative that the Property Services Project Representative overseeing the works is notified immediately and** the RMIT 'Unanticipated finds' Procedure in the RMIT Hazardous Materials Management Plan (HMMP) is followed. RMIT will assist Principal/Head Contractors as required to carry out the necessary corrective actions.

The Procedures are summarised below. In all cases Property Services expects the immediate enactment of these Procedures and in a timely manner, written verification from competent persons that appropriate corrective actions, including as required stop works, isolation of work area and escalation to RMIT and where required satisfactory clearance inspection and/or monitoring results.

8. Chemicals & Solvents (Including Small Quantities and Work In Progress)

Where possible the need for hazardous substances should be eliminated. Substances brought onto site must comply with the legislative requirements for storage, handling and transportation under the *Dangerous Goods Regulations 2012*.

Contractors must provide a list of all substances they intend to use on site to their RMIT Representative. All substances stored or handled on site are required to have an accompanying safety data sheet (SDS) and disclosure of the chemical usage on the appropriate SWMS. The SDS shall dictate minimum requirements for risk controls and PPE.

8.1 Spill Response

- Any spillage of chemicals or other materials shall be cleaned up immediately.
- Refer to the Safety Data Sheet for clean-up instructions.
- Any spillage shall be reported to the RMIT Manager/Supervisor immediately.
- Temporary barriers and signage should be put in place to warn others of the hazard.
- Where volatile substance are to be used, check the surrounding, air vent intakes, sufficient ventilation for the workers and exposure to stakeholders.
- All material containers shall be in good condition with clear labelling.

Click here for Property Services Fumes and Odours Safety Alert (04/08/2017).

9. Energy Source or Equipment Isolation (Lock Out - Tag Out)

RMIT University requires the isolation and lockout of items of plant and equipment prior to any repair or maintenance work being carried out on the equipment, so that any potential hazards are eliminated or controlled. Service Isolation Permit to be applied for.
This is also to prevent the operation of faulty or dangerous plant or equipment or the operation of energy sources (hazards) which will harm personnel working downstream from the point of isolation.

Contractors must plan their work and ensure:

- There is no risk introduced by the contractor's activities that may give rise to unintentional energisation which will harm another person.
- No unanticipated disruption to services of any sort occurs as a product of their intervention.

All Lock out- tag out tags and locks to be removed and area re-energised and appropriately handed over to your RMIT representative at the end of works. No one can remove a lock that does not belong to them.

Electrical Test & Tag

All temporary electrical installations must be carried out by a registered electrical contractor and approved by an officer from an authorised electrical authority. All electrical installations on display must be in accordance with both AS/NZS 3000:2007 Wiring Rules and code of practice for temporary installation on building and construction sites (OH&S Act 2004). WorkSafe Victoria has an information pack on Preventing electric shocks to electricians (February 2017). Only unmodified appliances that have been approved by the authority may be plugged into electrical general-purpose outlets.

All electrical leads need to be tagged and tested in accordance with Australian Standards prior to use on site. A recording system with dates and results of testing must be in place. Items are to be tagged at time of testing.

Testing and Tagging Requirements:

- Test and tag electrical leads, tools and equipment prior to initial use, then every twelve months.
- Visually inspect electrical leads, tools and equipment for damage before each use.
- Use safety switches (RCDs) when using electrical tools and equipment.
- Use competent people to repair damaged electrical leads, tools and equipment.

The following are examples of unacceptable practices

- The use of damaged electrical leads, tools and equipment.
- The use of electrical leads, tools and equipment in damp or wet conditions unless they are specially designed for use in those conditions.
- The use of electrical leads in areas where they may be damaged (e.g. on the ground, through doorways and over sharp edges).
- Overloaded electrical circuits.
- The use of modified electrical tools and equipment.

10. Working at Heights

Working at heights applies to any work activities where there is a risk of a worker or object falling over 2m or from a slope exceeding 45 degrees with no compliant fixed edge protection. Every effort must be made to eliminate the need to work at heights. Where the hazard cannot be eliminated, the Hierarchy of Control (Fig1) must be used – top down so the highest controls are used to prevent:

- Workers falling
- Objects falling and striking people (workers or public) below

All workers who undertake a work at heights activity must as a minimum:

- Be signed onto and receive instruction in the relevant SWMS
- Be competent to operate any required work at heights equipment – e.g. EWP's, scissor lifts etc.

Persons operating any form of Elevated Work Platform (EWP) or erecting scaffolds will need to demonstrate competency through evidence of specific training.

Elevated Work Platform logbooks and maintenance checks shall be duly completed at the commencement of all work. Unscheduled audits of this requirement may occur at any time by authorised Property Services Personnel.

Hierarchy of control measures for prevention of falls	
Level 1	Work from the ground or on a solid platform (eg use long handled tools, tool extension poles or relocate the task to the ground).
Level 2	Use a passive fall prevention device (eg EWP, scaffolding or guardrailing).
Level 3	Use a work positioning system (eg industrial rope access system or travel restraint system).
Level 4	Use a fall arrest system (eg industrial safety net, catch platform or safety harness system other than a travel restraint system).
Level 5	If the above measures are not reasonably practicable for the task, it may be appropriate to use a ladder, provided it is fit for purpose, appropriate for the duration of the task and set up in the correct manner.

Highest level of protection

Lowest level of protection

*Fig.1. Worksafe Victoria's Guidance Note – **Prevention of Falls in Construction** – Selection and Safe Use of portable ladders 2013* ***http://www.worksafe.vic.gov.au/__data/assets/pdf_file/0008/60488/guidanc_ladders9.pdf***

11. Ladders Use

Falls from heights are a major workplace hazard resulting in fatalities and injuries across a broad range of Victorian industries, with the construction industry accounting for 27 per cent of all related injury claims." WorkSafe Media Release. Ladder use has been identified as one of RMIT University's high risk activities and requires contractors to comply with the Worksafe Victoria's Guidance Note – **Prevention of Falls in Construction** – Selection and Safe Use of portable ladders 2013.

12. Permit to Work (PTW)

RMIT PSG has a Permit to Work (PTW) System which provides a systematic approach in controlling certain types in high risk work in order to ensure the work is planned and hazards are controlled.The full PTW process is summarised here.

A Permit to Work required for:

- Services and Fire Isolation
- Hot Works
- Working at Heights
- Hazardous Materials Disturbance or Removal

- B108/B201 Access
- Excavation and Floor Penetration

The PTW details a checklist of minimum requirements and conditions for the safe conduct of the work by the contractor. It must be available at the work site. The issuing of a PTW does not in itself make a job safe. It is primarily used to record and communicate agreed conditions and risk mitigation controls for high risk works.

Carrying out work without an approved permit is a serious breach of RMIT procedure. Contractors who cary out works without a valid PTW will be instructed to stop immediately. Any impact to cost or program because of a breach of procedure is not a Qualifying Cause for Delay.

Contactors can here to begin a Permit to Work application. Contractors who have queries about permit applications should email psgpermits@rmit.edu.au.

13. False Alarms Caused by Contractor Works

Contractors are required to plan their works and ensure that fire systems are isolated during hot works or dusty activities or activities that may initiate fire monitored flows. This involves applying for a fire system isolation/ impairment of the affected work site during the time of work.

Isolations/ Impairments shall be restricted to the smallest zone or area of detection so that the impairment is minimised. Requested impairments shall not be unreasonably wide so that impairments entail undue risk.

Contractors are responsible for describing in detail the area of work and the likely impacts of any smoke, fume, or dust that they generate. This description shall be made by the Contractor in writing on a Fire Isolation Request.

The University expects that all false alarms caused by the contractor's activities and resulting in an attendance by the fire brigade shall be compensated by the application of an immediate liquidated damages levy of AUD$5000.

False Alarms caused by the following will be deemed to be the Contractor's full responsibility.

- The failure of the Contractor to request a fire system impairment
- Any failure to describe adequately the nature of the works or the impact on fire systems
- Carrying out Hot Works after impairment has been reinstated.
- Negligent activity likely to initiate fire detection alarms such as smoking, burning food items, releasing pressurised or ultra-cold materials near detectors.

14. Inspections and Auditing

RMIT reserves the right to regularly inspect and audit active work sites.

Where Contractors are undertaking planned audits for works at RMIT, Contractors are to advise the Property Services Safety Team of the audit, so that they may attend.

Regulatory visits (for example, from WorkSafe or EPA), are to be reported to the RMIT Property Services Representative and Property Services Safety Team as soon as possible.

Where possible Contractors are to share copies of audits and entry reports.

15. Taking Control of Vertical Transportation (VT) Assets

It is important that contractors do not impact the operations of the university; this includes taking control of lifts and escalators. The timing of the use of lifts for material and transport shall be restricted to outside of teaching and research times. Doors to lifts are not permitted to be held open by any means, other than using the open door button on the lift controls. Abusing lifts or careless use will result in a lift failure.

16. Smoking

All RMIT University campuses are smoke-free. Smoking in all University buildings, enclosed spaces, outside adjoining buildings e.g., balconies and decks, and University motor vehicles is prohibited. Designated smoking areas have been established at the Bundoora and Brunswick campuses.

17. Communication

All contractor personnel shall possess a working mobile telephone. The telephone number of this phone shall be recorded on daily sign in records and be known to Security.

18. Specific Hazards

18.1. Laboratories

RMIT University has several laboratories and workshops which contain additional and sometimes non-visible hazards. These laboratories can contain hazardous materials including dangerous gases and biological waste and sharps. To access and work at these locations, contractors are required to consult with Facilities Services so that the necessary arrangements can be made prior to works commencing.

Contractors shall be appropriately inducted to these specialised work sites by a local delegate as required.

Contractors should not handle or move any substances or containers without the permission of the relevant laboratory manager (or delegate).

18.2. Ceiling Voids in Buildings

Ceiling voids in older areas of the University may contain hazards resulting from deteriorated electrical or thermal insulation, remnants of hazardous materials, unsecured objects, vermin, and a range of other risks.

By their nature, the presences of these hazards are not known and have not been previously reported.

All contractors are advised to inspect such areas before undertaking any works and satisfy themselves that no such hazards exist.

Torches with conductive outer cases or metallic frame ladders shall not be used to inspect ceiling voids under any circumstances. It is vital to treat all electrical cables within ceiling spaces as live until tested. WorkSafe Victoria has issued a Fact Sheet on – Preventing electrical shocks when working in ceiling spaces (February 2017), this can be used for guidance on what to do.

18.3. High Ceilings

RMIT University has a wide variety of buildings, with each posing different hazards, one of these being high ceiling spaces with equipment and services that require periodic services and posing a fall from heights risk for workers. Where equipment is at heights greater than 3 metres in which contractors require tools to access them; contractors are to plan and management their hazards under Victorian Regulation (Part 3.3, 2017 OHS Regulations and 2008 Compliance code).

The approximate height from floor to the equipment requiring maintenance should be noted and included in your SWMS.

18.4. Plant Rooms

Plant Rooms exist throughout the University, and these are workplaces for many trades' personnel.

All personnel entering such areas shall fully acquaint themselves with the conditions and active plant in the vicinity of the work. Specific hazards to be fully inspected and understood include:

- Noisy plant
- Poorly lit or obscured areas
- Equipment which starts unpredictably
- Inadequate clearances or freedom of movement
- Inadequate head clearances or projecting objects
- Trip hazards or falls from trafficable walkways
- Pinch, crushing or entanglement points. Unguarded machinery
- Pressurised gasses or fluids
- Hot or cold temperatures which injure on contact
- Live electrical conductors
- Toxic, caustic, acidic or flammable substances
- Gaskets or insulation containing hazardous materials

Any hazard that cannot be treated adequately must be isolated so that it poses no risk to workers.

18.5. Confined Spaces

Only contractors who are certified and appropriately trained with the proper safety equipment will be permitted to enter and work in confined spaces. Any works involving confined spaces will meet legislative and RMIT minimum requirements and be reviewed with the Property Services Safety Team and the Property Services Technical Team.

18.6. Hot Works

Hot work is defined as any work involving open flames producing heat and / or sparks. This includes but is not limited to blazing, grinding, cutting, and soldering, thawing pipes, welding, or torching. Prior to engaging in any hot work, the contractor shall obtain a Hot Work Permit.

Contractors are to adhere to the conditions as set out in the hot work permit issued. Appropriate PPE must be worn. All welding cables and equipment must be inspected regularly and maintained in good condition. Where hot work is to be conducted in laboratory areas the local manager is to be contacted.

Open air welding and cutting is not permitted on TOTAL FIRE BAN DAYS, unless the required fire authority permit has been obtained and all necessary fire prevention requirements have been strictly complied with. Any smouldering materials shall be extinguished before being left unattended.

Hot Works shall not continue later than 15:30 hours (3:30 pm) if carried out during a regular day shift. All work shall be allowed to cool and shall be proven as safe with no risk of smoulder or smoke release after the site is vacated and fire systems reinstated.

19. Vehicle Access and Parking

The speed limit of all vehicles on site shall be as marked. In the absence of a local sign posted speed limit, the speed limit shall be 5 km/hr.

Contractors may bring their work vehicles onto site for the purpose of mobilising materials, tools, and equipment. Security must grant permission for contractors to mobilise their vehicles on site. Contact details and registration details shall be recorded at security during daily sign in so that vehicle owners can be contacted quickly.

Contractors must obey all instructions given to them by Security personnel.

Parking of vehicles, either for personal or work use on University grounds or premises is not permitted. The University reserves the right to wheel clamp or tow any vehicle occupying a University space on University grounds without authorisation.

20. Forklifts and Mobile Plant Operation

The following apply to mobile plant operators and those working with them:

- Drivers/ operators shall always operate mobile plant at a walking pace.
- A site inducted plant spotter must accompany any plant entering the building. The responsibility of this role is to ensure the path of the plant remains clear of pedestrians and hazards.
- Mobile plants are to use designated aisle ways that are established. Traffic management plan showing routes and work areas should be agreed upon prior to works commencing.
- Mobile plant cannot be left unattended at any time with a key in the ignition.
- Any directions or instructions given by Property Services staff must be adhered to at all times.
- All mobile plant drivers must hold appropriate licence, certificates and current car licence.
- Mobile plant drivers are to ensure a safety vest is worn at all times; they are also responsible for ensuring spotters working with them are wearing a safety vest.
- Drivers must sound their horn at intersections and blind corners.
- Drivers are not permitted to lift any person on forklift tines or carry passengers.
- Drivers must switch mobile plant off whilst speaking on radios or mobile phones.
- Hands free radios or phones are not permitted whilst operating equipment.
- Forklift tines must be kept as low as possible when driving.
- Mobile plant drivers must give way to pedestrians.
- Ensure you have made direct eye contact with the mobile plant operator and he acknowledges your presence.
- Mobile plants must have a completed service logbook.
- Drivers/ operators to complete a documented safety check daily.

21. Equipment Service History

- All contractor companies who bring their own equipment onto the job site must supply with the equipment a service logbook on request.
- All companies hiring plant equipment from Hiring Companies must ensure the equipment has a completed Service Log Book.

22. Amenities

Contractors are not permitted to using student breakout areas, library or teaching spaces for their lunch breaks. Contractor's staff may not enter any staff, student or retail area with dirty clothing or boots.

Dedicated amenities to be used by contractors are to be agreed upon at the start of any project and are to be kept clean at all times by the contractor using them.

Offensive or inappropriate images or messages on items of personal clothing are not to be worn within University premises.

Lewd, offensive, or harassing conduct likely to offend staff or students at the University will not be tolerated and perpetrators will be asked to leave site and their Contractor's Pass will be revoked.

23. Environmental Management

23.1 Environmental Management System (EMS)

RMIT Property Services has an EMS that is aligned to ISO 14001:2015 requirements. An Environmental Management System (EMS) is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. An EMS assists in meeting environmental regulatory requirements and managing environmental obligations. All contractors are expected to comply with the PSG Environmental Policy Statement and all relevant work processes.

23.2 Waste Management

Contractors are wholly responsible for the removal of wastes from site and must not use the RMIT waste bins under any circumstances. Best practice waste management practices must be implemented by the contractor undertaking the works, ensuring the "reduce, reuse and recycle" hierarchy is followed to minimise the amount of waste ending up in landfill. Projects must also ensure that they manage any Prescribed Industrial Wastes, hazardous or otherwise contaminated waste in the appropriate manner, adhering to all legislative requirements.
Contractors should be aware of all materials that can be recycled and put a plan in place to achieve this, considering the following:

- Reduce and reuse - where possible work with suppliers to reduce packaging and prevent over-ordering of materials.
- Identify recyclable materials (especially in demolition phase) - identify materials that can be easily recycled and ensure onsite workers are aware that these can be recycled. Recyclable components generally include concrete, wood, metals, gypsum wallboard, asphalt, roofing materials and debris (soil & rock).
- Segregate wastes - have appropriate processes for the segregation of wastes.
- Selecting a waste contractor - certain waste contractors will segregate wastes and provide a breakdown of recyclable materials; whilst generally more expensive, this minimises the amount of work onsite.
- Reporting and records - allocate responsibility to a person for maintaining waste disposal records that may be requested by RMIT.

In Victoria the Environmental Protection Act was overhauled in 2017 (effective 1 July 2021, delayed due to COVID), as part of that update was an update of the waste duties. In summary, the legislative update introduces a new concept called the General Environmental Duty, which makes clear the responsibility to reduce the risk to the environment and human health. Specifically on industrial waste, **all individuals and businesses who generate industrial waste, must take steps to ensure it goes to a lawful place.**

RMIT University generates industrial waste through activities in laboratories, cafes, renovations, demolitions and repairs. RMIT therefore have a duty to:

- Take reasonable steps to identify and classify your waste.
- Take all reasonable steps to make sure your waste is taken to a lawful place (for example, by engaging a reputable contractor to transport and dispose of your waste).

With the introduction of this legislative update, the EPA have also established a new online reporting mechanism – the EPA Waste Tracker. Authorised users can create waste certificates and there are guides available on the EPA website on how to do this. Creating a record is a relatively straight forward process, but users may need to do a bit of investigation to determine the appropriate classifications.

24. Facilities and Asset Management

24.1 Facilities and Asset Management System (FAMS)

RMIT Property Services has certified for and Facilities and Asset Management System that is alinged with both ISO55001:2014 and ISO41001:2018 requirements. The Facilities and Asset Management System (FAMS) is a set of processes and practices that enable an organisation to improve productivity and quality, whilst reducing risk; it can also improve reputation, support funding applications and demonstrate transparency.

Facilities and Asset Managament system is the coordinated activity of RMIT PSG to realise value from its assets with the best practise for facilities management. This activity is across the entire asset life cycle from identifying assets needs, through to aquiring, installing, maintaining and disposing of such assets.
Realising value from assets involves balancing costs, risks, opportunities and performance benefits. It is a wholistic approach.

All contractors are expected to comply with the PSG Facilities and Asset Management Policy Statement and all relevant work processes.

Property Services

RMIT UNIVERSITY

Facilities & Asset Management Policy Statement

RMIT Property Services is focused on providing facilities & asset management service through stakeholder engagement, planning, operational and sustainable built environments to support RMIT University's activities. We are committed to achieving best practices using approaches that meet or exceed the requirements of ISO41001 & ISO55001, while complying with all legislative and regulatory requirements.

RMIT Property Services is committed to providing quality and safe facilities & asset management service by:

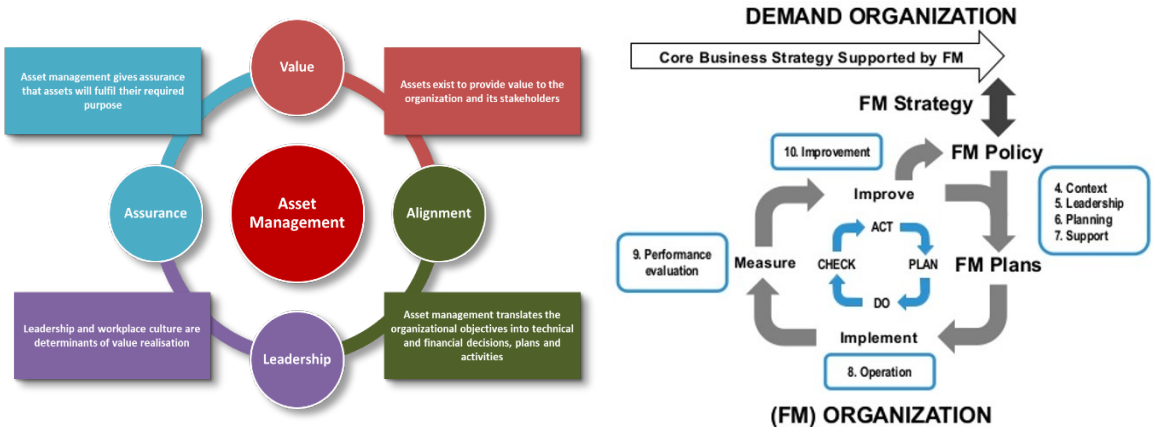
- Demonstrating leadership, commitment and continuous improvement to facilities management activities at all levels of Property Services.
- Utilising our integrated services to drive stronger collaboration across disciplines to improve our student and staff quality of life experience and wellbeing.
- Incorporating and using facilities & asset planning to inform its strategic planning activities and investment decisions.
- Ensuring informed facilities & asset management decisions are conducted throughout the whole of life cycle activities.
- Utilising consistent methodology for assessing, planning, managing and reporting on facilities & asset performance.
- Achievement of facilities & asset management objectives, measures and targets which align with RMIT's Strategic Plan and Property Services Annual Plan.
- Demonstrating innovation across all disciplines and service groups to improve operational efficiency, effectiveness and workforce productivity.
- Maintain certification to ISO 41001 Facilities Management - Management System requirements and ISO55001 Asset Management – Management System requirements.

Chris Hewison
Executive Director, Property Services and Chief Procurement Officer
20 May 2021

Issue Date: 20 May 2021 Review Date: 20 May 2023

Status: FINAL
Version: 3.0
DocRef: PS-4014

24.2 Fundamentals and Process Approach Methodology for FAMS



The fundamentals are four concepts that form the basis discipline of facilities and asset management system and core to successful implementation within an organisation. The process approach methodology explains how these systems work or operate interdependently with IMS on PSG level and aligned with University's operational objectives.

i. Value:

- Assets or spaces exist to provide value to the organisation and its stakeholders

- Focus is on the value that the asset and spaces can provide
- Value is determined by the organisation and its stakeholders
- Reflected in the facilities and asset management objectives

ii. Alignment

- An alignment of facilities and asset management objectives with University's objectives
- A life cycle management approach
- Decision making process that reflects stakeholder needs and defines value
- Translation of business objectives into technical, operational, and financial:

Iii Leadership

- Integrated Management Systems for all Standards within PSG processes
- Leadership needs to drive FAMS to be successful
- Established and supported by clearly defined roles, responsibilities, and authorities
- Ensuring that employees are communicate, aware, competent, and empowered

iV. Assurance

- FAMS gives assurance that assets fulfil their required purpose
- Developing and implementing projects that connect with the intended outcome and in accordance with FAMS objectives
- Implementing processes for assurance across the asset life cycle
- Implementing processes for monitoring and continuous improvement

24.3 Key Principles for Contractors in working with Property Services

1. PSG Contractors are to ensure they provide accurate asset data against Property Services Work order: Why?
   - Enables up to date data to be provided
   - Enables whole of life asset decisions making
   - Identifies key asset issues and opportunities for improvement
   - Identifies strategic procurement opportunities for assets
   - Ensures the correct asset is serviced effectively
2. Importance of obtaining work order history:
   - Accurate decision making
   - Provides justification for budget allocations
   - Evidential historical data – Auditing
   - Future opportunities for new projects impacting resourcing availability
   - Optimised Facilities and Asset Management activities
   - Help predicts future forecasting
3. Identify Correct Asset to Work Order
   - It is vitally important that when receiving a Property Services work order the Contractor provides the correct asset and its associated data is collected accurately. The consequences of not doing so can be:
     - Work being carried out against the wrong asset
     - Resources being allocated incorrectly
     - Data accuracy deficiencies effecting works programming and scheduling
     - Potential increase of risk due to the correct assets not being fixed appropriately

Bottom Line:

Please ensure that when collecting asset data that:

- Care and attention are taken to recording asset data
- Contractor to update the asset barcode and actual cost into Archibus
- Check and re-check all information
- If entering the system manually, please ensure the records are accurate and inputted into the system as per the data recorded on site

25. Accountabilities

Development/Review:	Property Services Health, Safety & Environment
Process Owner/Originator	Property Services Health, Safety & Environment
Approval & Review Authority:	Associate Director, Operational Planning, Reporting & Compliance

26. Definitions and Acronyms/Keywords

Definitions and Acronyms:	**Contractor/Person carrying out works** – Person or persons engaged by Property Services to carry out works on their behalf.
Key Words For Search Engine:	Contractor Induction, Permit to work, isolation, contractors, essential services, confined space, excavation, working at heights, hot work, safe work method statements (SWMS), risk assessment

27. Procedure Effectiveness and Review Period

This procedure will be reviewed and updated every two years to ensure ongoing effectiveness.

Issue Date: October 2017

Revised: April 2023

Review Date: April 2025

28. Amendment Record

Issue No	Issue Date	Nature of Amendment
V1.0	2015	Apollo version
V2.0	18/09/2017	Update incorporating process changes and links to websites
V3.0	13/10/2017	Minor updates including login details for online inductions, instruction on notification of hazards and incidents, inclusion of Asset Management
V4.0	06/12/2017	Update to Asset Management Policy Statement
V5.0	20/7/18	Update to include RMIT Contractor Management System and new Permit Process
V6.0	2/04/19	Update following review of Prelims and sign-off of policy statements
V7.0	9/8/19	Annual review, changes to PTW and addition of Life Safety Rules
V8.0	22/1/20	Internal Updates
V.9.0	21/9/20	Annual review
V.9.1	30/10/20	Updated Asset Management Policy Statement
V9.2	23/04/21	Update to Incident Escalations
V9.3	29/7/21	Internal Updates

V9.4	1/04/22	Internal Updates – Asset Management
V9.5	11/1/23	Internal Update to Incident reporting
V10.0	27/04/23	Registered as a PSG IMS document PS-8259. Updated following sections: 1.4. Occupational Health, Safety and Environment (OHSE) 1.6. RMIT Contractor Management/Induction Requirements 2.3. Emergencies 2.4. Evacuation Procedure 3.2. Behaviour 7. Hazardous building Materials Management 8. Chemicals & Solvents 12. Permit to Work (PTW) 11. Ladders Use 25. Accountabilities
V.10.1	21/03/2024	Updated section 1.3 Property Services Policy Statements with four updated PSG Policy Statements: • Quality Policy Statement • Environmental Policy Statement • Facilities & Asset Management System Policy Statement • Occupational Health & Safety Policy Statement