



# LIVERPOOL HEALTH & ACADEMIC PRECINCT MAIN WORKSTENANCY MANAGEMENT SUB PLAN

8/02/2022 | Revision No: Rev 6



### Plan Revision Status

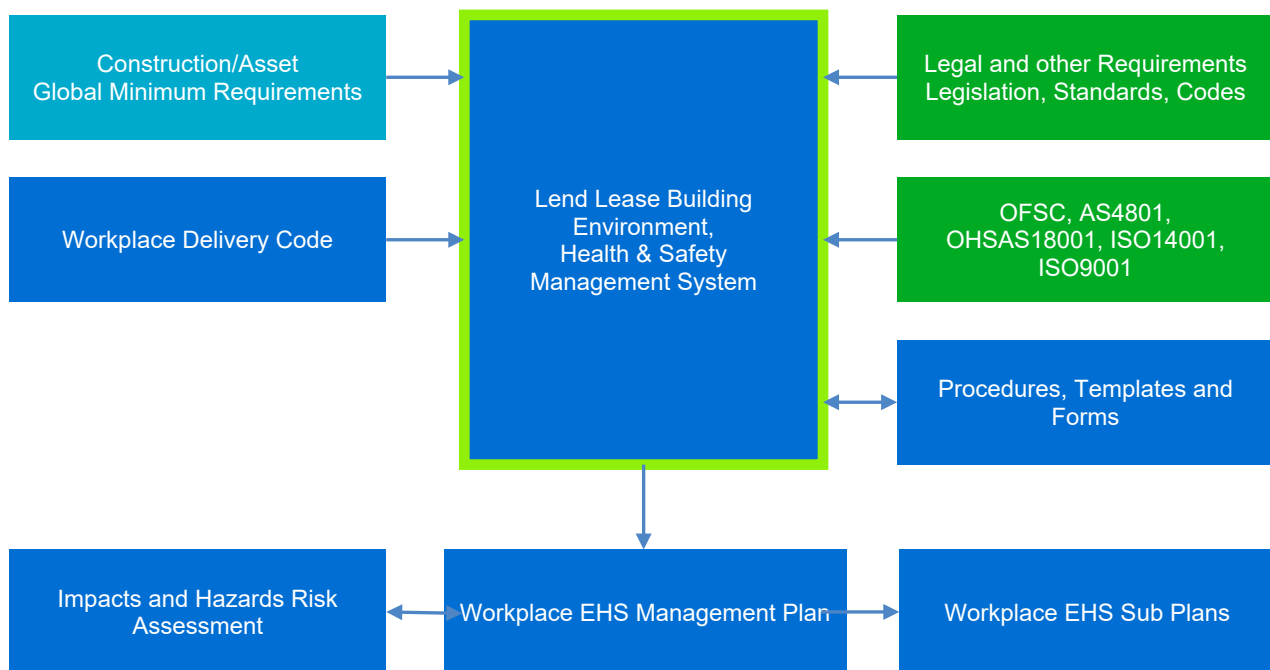
Date	Revision (in numbers)	Purpose and Summary of Amendments	Reviewed by	Approved by
		New Plan issued for use		
04/05/2021	DRAFT	LHAP Specific	Daisy Badel	Michael Niedzwiecki
07/07/2021	Rev 1	Draft approved. Rev 1. Review Only	Lilly Cauchi	Michael Niedzwiecki
17/11/2021	Rev 2	Review only no changes	Ian Sheils	Daniel Puljic
08/02/2022	Rev 3	Review only no changes	Ian Sheils	Daniel Puljic
05/05/2022	Rev 4	Change EHS contact from Daisy Badel to Dylan Stewart on page 13 Updated Rev number from 3 to 4	Dylan Stewart	Daniel Puljic
<del>15/08/2022</del>	<del>Rev 5</del>	<del>Review only no changes</del>	<del>Dylan Stewart</del>	<del>Daniel Puljic</del>
<u>15/11/2022</u>	<u>Rev 6</u>	<u>Review only no changes</u>	<u>Dylan Stewart</u>	<u>Daniel Puljic</u>

\*Note that all printed paper/hard copies of this document remain uncontrolled. The controlled copy of this document is found in the workplace collaboration tool approved by the Regional EHS Manager.

# WELCOME

Welcome to the project/workplace Environment, Health & Safety Tenancy Management Sub Plan for Lend Lease Building Australia.

This plan forms an integral part of the Lend Lease Building Environment, Health and Safety Management System shown below.



Environment, health and safety (EHS) is our number one priority. Importantly, this plan has been tailored for your project, addressing its specific requirements. It follows a simple and intuitive navigation, please follow the below device to help guide you through the document.



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# 1.0 INTRODUCTION

## 1.1 ENVIRONMENT, HEALTH & SAFETY MANAGEMENT

This document is provided to inform all tenants and contractors associated with the [Liverpool Hospital and Academic Precinct](#) Project of the minimum obligations required of them whilst working at this workplace including the identification of site specific hazards and the application of Environment, Health and Safety (EHS) rules in relation to EHS.

Subcontractors' employees will be inducted into this document by Lendlease Building (LLB) as part of the Project General and Tenancy Specific Site Inductions, prior to commencing works on site. Site access will not be allowed to any worker who has not been inducted.

In areas controlled by LLB (i.e. all common areas outside the leased tenancy space controlled by a Tenant) statutory rules and regulations are to be complied with. Where LLB requirements exceed these, the LLB requirements shall be met. Should you require clarification of any matters related to the management of environment, health and safety, please discuss those matters with the nominated LLB EHS Coordinator.

**Note:** the works are being constructed around a fully operational business precinct. All workers must respect all patrons of the precinct (including but not limited to customers, staff, business owners, precinct management, security or other people) and give priority to these patrons at all times.

## 1.2 REVISION HISTORY

The revision history of the workplace EHS Tenancy Management Sub Plan (EHS TMSP) for LLB construction operations is documented by the LLB Document Control Register within [Source](#). This project EHS TMSP template is the document used to prepare a project specific EHS tenancy management sub plan for each LLB construction related workplace.

The table in above section provides the history of any project specific changes to the EHS TMSP. The Construction Manager or nominated representative reviews the project EHS TMSP at maximum three (3) month intervals. The project EHS TMSP is also reviewed as part of internal workplace quarterly audits of the management system and related compliance with legislation and Lendlease Global Minimum Requirements for EHS, which are completed at maximum 100 day intervals.

Project related minor revisions to this EHS TMSP may be independently issued, but shall be approved by both the Construction Manager, or a nominated representative, and the Regional EHS Manager / Head of EHS Integrated Project prior to release. On receipt of a revision:

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The required amendment is incorporated in the revised project EHS TMSP.

The date of the revision and new revision issue are listed in the table on page 2 including the purpose and a brief summary of the amendments throughout the Plan.

Changes to the project EHS TMSP are managed by issuing a new project EHS TMSP; i.e. by changing the date and revision number on the front page and each page footer throughout the Plan. The superseded project EHS TMSP must be archived and retained for audit purposes.

**Note:**

Major revisions of this plan template e.g. revision 1.2 to revision 2.0 require the new revised project plan template approved by the Head of EHS LLB to be implemented with a maximum of three months across all active construction projects.

This document reflects Lendlease's current requirements as at the date of the most current revision but is subject to change. Lendlease reserves the right from time to time to modify, remove or add to any provision of this document by providing written notice of such changes to the affected parties and this document will be deemed to be amended accordingly from the date of such notification.

The provisions of this document are to be read in conjunction with the agreement for lease and the lease to which the Tenant is a party. To the extent that any provision of this document is inconsistent with the agreement for lease and/or the lease, the provisions of the agreement for lease and the lease will prevail to the extent of that inconsistency.

### 1.3 DEFINITIONS

Terms used in this document and related LLB EHS Management System documents are defined in the LLB [Definitions in the Management of EHS Procedure](#).

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## 2.0 VISION & POLICY

Lendlease is committed to a vision of Incident & Injury Free (IIF) workplaces wherever we have a presence. Our vision is supported by an uncompromising culture which holds the safety of people and the protection of the environment as first in all our business reviews and decisions.

The LLB Environment Health & Safety Policy outlines key objectives to deliver our IIF vision. The EHS policy and other related policies are located in Source > Our Policies > [Building Policies](#). All LLB policies must be clearly displayed in a prominent location(s) at LLB workplaces, including the project site/workplace office and project/workplace notice board(s) so they are accessible to all employees, subcontractors and other workers or visitors to the project. The policies and their objectives must be clearly communicated through the project or workplace induction to all persons working at the site.

The policies are also publicly available to interested parties on the Lendlease Internet at: <http://www.lendlease.com/worldwide/capabilities/building>.

## 3.0 PLAN

### 3.1 APPOINTMENT OF PRINCIPAL CONTRACTOR AND SUPERVISION

The Lessee for each tenancy is the Principal Contractor (the Tenant) for the purpose of the tenancy fit out construction works, i.e. the Tenant's construction project. As such, the Tenant is responsible for the overall management of their works and, the work health and safety and environmental protection legislative compliance for their construction project.

The Tenant is required by the applicable WHS/OHS/OSH legislation to develop a Work Health and Safety Plan which addresses how they intend to manage and monitor work health and safety and environmental protection compliance for their works carried out by their subcontractors for their tenancy space.

The Tenant must nominate a Supervisor for the proposed tenancy construction works. All work carried out by the Tenant and their subcontractors or agents must be supervised, for its duration, by a competent, full-time Tenant Supervisor who shall be fully experienced in all aspects of the works.

The Supervisor will be the Tenant's representative at the construction project (i.e. Tenant's tenancy space) and must be authorised to take all necessary actions to ensure compliance with the applicable WHS/OHS/OSH and environmental protection legislation (EHS legislation). This includes any requests by the EHS Coordinator appointed by SWSLHD and the LLB Tenancy Foremen in relation to environment, health and safety management, labour control and the day to day organisation and planning of the works, including any impact areas and other works required outside the Tenant's tenancy space.

The Tenant is responsible to ensure all subcontractors or their agents are adequately trained for any work activity in which they are engaged, and that works comply with relevant Australian standards and EHS legislation and relevant codes of practice, compliance codes, guidance notes or the like.

### 3.2 SITE/WORKPLACE EHS RULES

#### 3.2.1 Work Standards

All work to be carried out must comply with relevant Australian and industry standards, codes and applicable legislation, be conducted in a professional manner and carried out by appropriately licensed and approved workers.

Tenants must ensure that all work undertaken, as well as the equipment and tools used on site conform to relevant Australian standards and legislative requirements. Tenants will be required to repair, modify or



remove any equipment that does not meet these requirements or the environment, health and safety requirements of LLB.

The objectives of this EHS TMSP are to ensure that all Tenants and subcontractors obtain maximum assistance and access during the development, and suffer minimum disruption to their leased tenancy spaces. The health, safety and well-being of all members of the public, employees, Principal Contractors, contractors and their agents or any other workers at the Project are of paramount importance.

### 3.1.2 Behaviour Standards

The following behaviours will NOT be tolerated at any time and any such behaviour will result in removal of a worker from the Project:

- Theft.
- Vandalism.
- Fighting or provoking a fight.
- Use of abusive words or actions against shoppers, retailers, SWSLHD staff, LLB staff, contractors, other workers or visitors.
- Refusal to act upon an environment, health or safety instruction issued by SWSLHD staff, LLB staff or one of its representatives.
- Failure to comply with the Project's safety requirements or instructions or Workplace/Site EHS Rules.
- Failure to use toilets provided and also the failure to keep them clean.
- Use of shopping trolleys for any purposes associated with the construction works.
- Materials brought through the existing precinct or Lobby, or during trading hours without prior approval from LLB
- Removal or damage to equipment provided for the health and safety of all workers.
- Disposal of waste that may result in damage to the environment or pollution, e.g. disposal of liquid waste to storm water.
- Wearing of offensive/ripped or torn clothing.

### 3.1.3 Work Hours

**Monday to Friday:** 7:00am – 6:00pm

**Saturday:** 8:00 – 1:00pm

**Closed:** Sunday, Public holidays and Industry Rostered Days Off

Any works to be scheduled outside the designated project hours will be on application via the Retail Tenancy Coordinator and if required, consent from local authorities.

## 3.2 COMMENCEMENT TO SITE

The following outlines the process to be followed in order for Tenant subcontractors to commence to site:

The Tenant's subcontractors (i.e. shop fitter) must issue to the nominated LLB representative the following documentation:

- Certificates of Currency for workers compensation and third party liability insurances
- Details of superannuation, long service leave & redundancy provisions for their workers.
- Final agreed construction program
- Tenant's Project Foreman contact details (Including 24 hour contact number)
- Building approvals

All workers employed by the Tenant's subcontractors must complete:

- The LLB workplace induction
- The asset owners workplace induction

### 3.3 COMPLETION OF WORKS

Tenant subcontractors are to provide Certificates of Compliance prior to practical completion of fit out (i.e. shop fitter engages own certifier) to the asset owner and supply a copy to LLB. This includes but is not limited to the following:

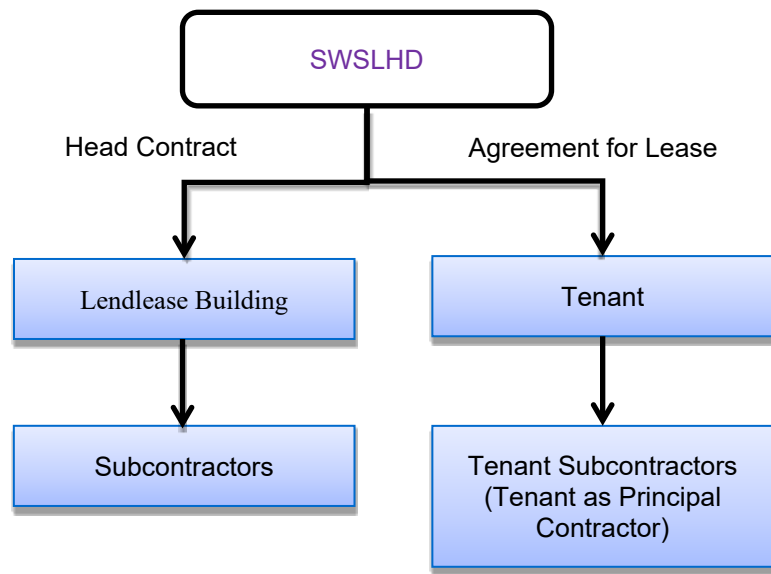
- Building Surveyor for Certificate of Occupancy
- Glazing Certificate
- Structural Certificate
- Certificate of Electrical Safety
- Plumbing Certificate
- Electrical Test Results.

# 4.0 IMPLEMENT

## 4.1 STRUCTURE, RESPONSIBILITY AND ACCOUNTABILITY

The organisational structure applicable to this EHS TMSP is as follows:

This is an editable field where you can enter a simple organisational structure that matches the arrangements in place at your particular workplace



Roles specific to this EHS TMSP are as follows:

### 4.1.1 Retail Tenancy Coordinator

The Retail Tenancy Coordinator (RTC) is the representative of SWSLHD for the construction and authority approval process. The RTC will liaise with all parties, but predominately with the Tenant and its subcontractors and is responsible for managing interfaces between LLB and the Tenant’s subcontractors.

This role includes ensuring the tenancy is ready for handover to the Tenant, managing the delivery program, assisting in and evaluation of subcontractor submission of appropriate paperwork as per Tennant

requirements and the monitoring of Tenant’s compliance with subcontractors EHS obligations including rubbish removal, materials delivery, access and house rules, site induction and industrial relations issues.

#### 4.1.2 Retail Design Manager

The Retail Design Manager (RDM) is the representative of SWSLHD in the design approval process. The RDM is responsible for the retail delivery process and is the contact for tenancy related issues, including Lessee/Lessor scopes, tenancy design, tenancy plans, services reviews and tenant variations including approval by the client, tenancy inspections, certification of tenancies and the Authority to Trade process.

#### 4.1.3 Environment Health and Safety Coordinator

The Environment Health and Safety (EHS) Coordinator is a representative of SWSLHD and provides assurance to LLB that construction works undertaken by the Tenant’s subcontractors is being undertaken in accordance with the EHS requirements of the Tenant. They collect, review and file EHS documentation required from the Tenant’s subcontractors to allow them on the project and issue documentation to LLB.

The EHS Coordinator maintains an observation role while the subcontractors contracted to the Tenant are on the project and is the principal EHS contact between SWSLHD and LLB. The EHS Coordinator will undertake stockist inductions, site inspections and audits as required. The Environment EHS Coordinator has an on-site presence during the fit out period.

#### 4.1.4 Retail Project Manager

The Retail Project Manager (RPM) is the representative of LLB who will produce orders of costs, co-ordinates tenancy plans, and co-ordinates service design and costing, assists in the coordination of the tenant’s fit out where it interfaces with the LLB, e.g. for base building services and structural alterations. The RPM also ensures that the tenancy is ready for handover and co-ordinate essential services installation.

The RPM will also assist the Tenant’s subcontractors with day to day delivery or other requirements whilst to facilitate the Tenant’s subcontractors works within their construction project. Therefore the RPM will predominantly liaise with the Tenants subcontractors and the SWSLHD Retail Tenancy Coordinator (RTC).

#### 4.1.5 Tenancy Engineer

The Tenancy Engineer (TE) is the representative of LLB assisting the Retail Project Manager (RPM) to coordinate and update registers; track incoming and outgoing correspondence and maintain ongoing meeting minutes.

The primary role of the TE is to track tenancy plans and control the issue of tenancy services review documentation to consultants and subcontractors.

Further responsibilities include the issue of tenancy variations prepared by the Retail Project Manager (RPM) to the client and track tenancy variation approvals

#### 4.1.6 Site Manager and Foreman

Both the LLB Site Manager and Tenancy Foreman will ensure the delivery of class 1 and 2 tenancy variation scopes, undertake tenancy handovers, design review and services fit off coordination, collation of certification for LLB work specific to tenancies, attendance and input at Tenant subcontractors meetings prior to commencement.

#### 4.1.7 Contact Details

<b>RTC (Retail Tenancy Co-ordinator)</b>	<b>Contact no.</b>	<b>Email</b>
<b>RTC (Retail Tenancy Coordinator)</b>	<b>Contact no.</b>	<b>Email</b>
<b>RTC (Retail Tenancy Coordinator)</b>	<b>Contact no.</b>	<b>Email</b>

<b>RDM (Retail Design Manager)</b>	<b>Contact no.</b>	<b>Email</b>
<b>RDM (Retail Design Manager)</b>	<b>Contact no.</b>	<b>Email</b>
<b>RDM (Retail Design Manager)</b>	<b>Contact no.</b>	<b>Email</b>

<b>EHS Coordinator</b>	<b>Contact no.</b>	<b>Email</b>
Dylan Stewart	0473884638	Dylan.Stewart@lendlease.com
<b>EHS Coordinator</b>	<b>Contact no.</b>	<b>Email</b>

<b>Retail Project Manager</b>	<b>Contact no.</b>	<b>Email</b>
<b>Retail Project Manager</b>	<b>Contact no.</b>	<b>Email</b>
<b>Retail Project Manager</b>	<b>Contact no.</b>	<b>Email</b>

<b>TE (Tenancy Engineer)</b>	<b>Contact no.</b>	<b>Email</b>
<b>TE ( Tenancy Engineer)</b>	<b>Contact no.</b>	<b>Email</b>

Lend Lease Building Site Manager	Contact no.	Email
Damien Smith	0437 559 361	Damien.Smith@lendlease.com
TF (Tenancy Foreman)	Contact no.	Email

other contacts	Contact no.	Email
other contacts	Contact no.	Email

#### 4.1.8 Workplace Inductions

The EHS Coordinator for Lendlease will provide a Project General and Tenancy Specific Site Induction to all workers prior to commencement of works within their tenancy space (i.e. construction project).

The induction will include the elements described in this document relevant to subcontractors and will include, but is not limited to:

- hours of work
- access and egress to their tenancy space (i.e. construction project)
- rubbish removal and waste management processes
- site amenities
- general LLB LHAP EHS Rules
- emergency procedures
- arrangements for deliveries
- isolations
- EH&S legislative requirements
- other general site rules

This Induction will not proceed until the statutory requirements of EHS legislation for a Risk Assessment and Safe Work Method Statement(s) (SWMS) have been completed and the shop fitters' workers are consulted in the content of these documents and inducted by their employer into the control measures required to be implemented to ensure EHS compliance within their construction project.

#### 4.1.9 Worker Access

The Liverpool Health & Academic Precinct Construction Project is only to be accessed by workers via Pegasus Access Control System.

All after-hour's access must be arranged by the Tenant / Subcontractor with both SWSLHD and LLB via the Retail Tenancy Coordinator at least 72 hours prior to any requirement for access.

There may be a cost incurred for after-hours access; e.g. related to the provision of supervision, first aid, task lighting or other requirements. This cost will be borne by the Tenant.

LLB Site Rules apply to all workers including the wearing of personal protective equipment.

#### 4.1.10 Visitors

All Lessees, consultants, architects and other workers visiting tenancies (i.e. not involved in actual construction work within the Lessee's construction project) must sign into and out of the Tenant's visitor register each time they visit.

It is the responsibility of the Tenant to keep appropriate records which are to be made available to SWSLHD on request.

Visitors must be accompanied at all times by a person that has completed the LLB and asset owners inductions.

LLB Site Rules apply to all visitors including the wearing of personal protective equipment.

Visitors are the responsibility of the respective Tenant for each tenancy.

Tenants are to ensure that under **NO** circumstances are subcontractor vehicles allowed to park within the Liverpool Health & Academic Precinct Project precinct or in any goods delivery or loading dock areas.

## 4.2 PLANT, EQUIPMENT AND GOODS

### 3.2.1 Deliveries

LLB are responsible for controlling access and deliveries to the Liverpool Health & Academic Precinct Project.

The following applies to all deliveries and pickups:

- Deliveries must be made to the designated dock as shown in Appendix 1.
- The loading dock designated parking areas and common areas must be maintained in a clean condition.
- Cleaning is the responsibility of the deliverer, Tenant or it's subcontractor during and after the delivery of any material or equipment for a designated Lessee tenancy construction project.
- If LLB is required to clean up after the delivery of goods, the delivery company, subcontractor or the Principal Contractor will be charged costs plus a management fee of not less than 10% of cleaning costs.
- ALL deliveries must be booked at least 48 hours in advance.
- Delivery requests are to be issued to the nominated LLB representative.
- A confirmation email will be issued to the email address supplied. If a confirmation email is not received, your delivery has not been accepted / booked. Only confirmed bookings will be allowed onto the Project.
- All deliveries are to be managed by the appointed Tenant.
- Neither SWSLHD, LLB nor its representatives will accept, handle, hold or sign for any materials, goods, plant or equipment on behalf of the tenant (Lessee) or it's Subcontractor.
- All deliveries are to be met by a Tenant representative or will be turned away from the loading dock.
- Loading dock bookings are in 30min blocks. Any extended deliveries are to be coordinated with the nominated LLB representative - Note: extended bookings cannot be guaranteed.
- It is the responsibility of the Tenant to transport deliveries from the loading dock to the tenancy construction project. This will apply to all access areas including out of hour's access zones.
- Excess material must not to be stored in paths of access/egress and overnight due to project constraints.

All vehicles parked on the LHAP for deliveries do so at their own risk. Neither LLB nor SWSLHD accepts any responsibility for damage to vehicles, their contents or the safeguarding of any vehicle whilst parked at the LHAP.

### 3.2.2 Delivery Times

**Monday to Friday:** 7:00am – 6:00pm

**Saturday:** 8:00am – 1:00pm

**Closed:** Sunday, Public holidays and Industry Rostered Days Off

### 3.2.3 Safe Use of Plant and Equipment

All plant and equipment proposed for use by the Tenant's subcontractors shall comply with the requirements of EHS Legislation, applicable Codes of Practice, Compliance Codes, Guidance Notes and Australia Standards at all times.

Workers must hold the relevant high risk licence suitable for the item of plant where required by EHS legislation and have received instruction in the safe use of all plant regardless of whether a licence is required.

All plant in use by the Tenant's subcontractors shall be maintained in line with Manufacturer and applicable legislative requirements and a daily before use pre-start carried out for relevant items of plant and equipment by the Operator. This pre-start check is to be recorded in the pre-start record booklet provided by the owner/manufacturer of that item of plant.

All electrical tools, leads, boards are to be inspected, tested and tagged quarterly.

### 3.2.4 Hazardous Substances and Dangerous Goods

The storage, handling and use of hazardous substances and dangerous goods shall comply with EHS Legislation, applicable Codes of Practice, Compliance Codes, Guidance Notes and Australia Standards at all times.

Each Tenant and their subcontractors or agents are expected to seek out and use suitable, safer alternatives to the use of hazardous substances, including chemical where reasonably practicable.

All hazardous substances including any materials brought onto the LHAP Project must have a current Safety Data Sheet (SDS) and must be notified to Lendlease EHS Coordinator prior to use on site. (This is in addition to obligations to maintain a Hazardous Substance Register for those products classified as hazardous by the SDS as required by legislation).

The Principal Contractor must also provide a copy of each SDS to the LLB EHS Coordinator.

Prior to hazardous substances being brought on site, information as to the method of application, precautions for storage and use, protection and prevention of danger to persons, property and the environment must be outlined in the Safe Work Method Statement specific to the works. Failure to comply with this requirement will result in the exclusion of the product from the Project.

Use of adhesives and any products with acrid or offensive odours in any Tenancy construction project is prohibited. Where required the subcontractor must supply powered ventilation to dissipate odours or vapours caused by their work. The disposal of chemicals, grease and other toxic substances must be carried out in accordance with EHS legislation and in a manner approved by the Lendlease EHS Coordinator and under no circumstances must waste from such products enter any drainage systems or the sewer.

All hazardous substances must be kept in clearly labelled containers and stored safely in accordance with the Safety Data Sheet.

All Medium Density fibreboard materials must be low formaldehyde and are to be pre-cut before being brought to the LHAP Project and any tenancy construction project. Where this is not reasonably practicable, mechanical cutting and / or drilling must be undertaken in an enclosed, mechanically ventilated purpose built room.

## 4.3 PERMIT TO WORK

A Permit to Work is required to be obtained from LLB in respect of the following listed activities which are deemed to be high risk construction work and where documented control measures are required to be implemented prior to commencement of works and monitored during the completion of those works.

All Permits are to be submitted to the Lendlease EHS Coordinator for approval by LLB and the SWSLHD EHS Coordinator prior to commencing works.



#### 4.3.1 Hot Works

Any work/task where a spark, flame or molten material is produced, or where, identified through a risk assessment, for other works that may cause fire e.g. grinding and cutting.

#### 4.3.2 Drill Cut or Core

Drilling, cutting or coring into an existing floor or wall and any new floor or wall (50mm or more in depth / diameter).

#### 4.3.3 Work on Isolated Energised Systems

Required when work is undertaken on or immediately adjacent to any energised plant or equipment to ensure physical isolation is carried out.

#### 4.3.4 Ceiling Space Access

Required whenever work is to be undertaken within (from inside) the void of a ceiling space. Definition: Is the area between the ceiling, (irrespective of the nature of the construction of that ceiling) and the roof or floor of that structure above.

### 4.4 FIRE HAZARD REDUCTION

#### 4.4.1 General Obligations

Once an area has been opened to the public, fire detectors and alarm circuits throughout that area are fully activated at all times; Alarms and services in the opened areas of the LHAP Project should be presumed to be active once installed.

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.

Smoke detectors should be isolated and capped whilst cutting, sawing or mist spraying. Isolation of any safety system must be organised through the SWSLHD Retail Tenancy Coordinator with a minimum notice of at least 48 hours. No fire safety systems be left isolated overnight without the express consent of the SWSLHD.

Each Tenant Subcontractor must provide a fire extinguisher i.e. 9 kg ABE type dry chemical powder with current compliance test tag (within 6 months).

Smoking is only permitted in designated smoking areas notified at the LLB Induction. Failure to comply will result in worker removal from the Project.

#### 4.4.2 Housekeeping

Tenant's subcontractors are responsible for housekeeping in each tenancy including the timely removal of combustible and flammable waste.

Where a fire risk develops in a tenancy, the Tenant subcontractor will be provided an opportunity to remedy the risk however if this does not occur within the period specified by LLB, LLB will arrange for the removal of the flammable and/or combustible waste and the Principal Contractor will be charged costs plus a management fee of not less than 10% of cleaning costs.

#### 4.4.3 Hot Work Permit

Prior to welding, grinding or cutting operations, which use or generate heat, flame or sparks, a Hot Work Permit must be completed.

If any of the above works are to be undertaken outside the tenancy then a “Hot Work Permit” should be obtained from the Lendlease EHS Coordinator and completed with the acceptance of the LLB Site Foreman. These are to be issued to both the LLB Site Foreman and the respective SWSLHD Retail Tenancy Coordinator prior to commencement of works.

#### 4.5 EMERGENCY RESPONSE

In the event of an incident that requires evacuation of the project, LLB and SWSLHD will co-ordinate evacuation of all tenancy fit out construction project(s) and the surrounding LHAP Project and provide any assistance by emergency services.

In the case of an emergency evacuation, all work shall cease immediately and after leaving equipment in a safe condition, all workers shall assemble at the assembly area notified the LHAP Project Induction and as directed by the Tenant’s Supervisor.

The Tenant’s Supervisor shall be responsible for accounting for their workforce and those of their tenancy construction project subcontractors or agents at the Evacuation Assembly Area.

In case of emergency, it is the Tenant Supervisor’s responsibility to ensure that relevant personnel are informed of the emergency and the requirement to proceed to the Evacuation Assembly Area.

#### 4.6 NOISE VIBRATION AND DUST

Noisy works and works that generate vibration (e.g. power saws, grinders, hammer drills, or other) or dust may require restricted work hours where such vibration or noise may affect other workers from carrying out works or in the case where part of the LHAP Project is open to the public, the noise, vibration or the like is effecting either the public or a trading tenancy.

LLB and SWSLHD reserve the right to stop work in cases of excessive vibration or noise or where the safety or quiet enjoyment of the general public, tenants or staff is compromised.

#### 4.7 WASTE MANAGEMENT

General construction waste bins will be provided by LLB located in areas designated by LLB. It is the responsibility of the Tenant’s subcontractors to remove all rubbish from their tenancy to these areas and place their rubbish in the bins provided.

The waste segregation strategy implemented at the project must be complied with and all waste materials segregated prior to disposal in the provided bins.

Slurries such as paints, wet tile cutting, grout, oil, fuel or other hydrocarbons must **not** be allowed to enter the drainage system, i.e. sewer or stormwater. Paint, cement, grout or other emissions are not to be washed out in the amenities or bathroom facilities. Paints must be taken from the tenancy construction project and away from the LHAP Project and not disposed of at the Project.

Paint (aqueous) waste must be disposed of in accordance with relevant EHS Legislation.

All hazardous and waste paint materials must be disposed of in accordance with relevant EHS Legislation at a licensed waste facility; they must not be placed in project waste bins; Tenants should contact the LHAP EHS Coordinator to discuss removal.

LLB will keep the common non-tenancy areas clean and clear. If any rubbish is thrown into the common areas by the Tenant’s subcontractor’s, LLB will arrange for the removal of the waste and the Principal Contractor will be charged costs plus a management fee of not less than 10% of cleaning costs.

Dust and debris from the Tenant’s subcontractor’s works must not pass outside the tenancy construction project.

SWSLHD, LLB or its representatives may request removal of rubbish at any time. The Principal Contractor must allow for a daily sweep/vacuum of the tenancy (construction project) area

## 4.8 SERVICES

### 4.8.1 General

Any proposed changes or modifications to the base build services are to be notified to the LHAP Retail Tenancy Coordinator at least 48 hours prior to any proposed works and the works must be completed by LLB and its approved contractors.

Any changes, modifications or damage caused by the Tenant's subcontractors or agents will be repaired at the Tenant's cost plus a management fee of not less than 10% of the repair cost by LLB and its approved contractors.

The Tenant must provide adequate access and task lighting within their designated construction project. LLB will not provide lighting for tenancies.

### 4.8.2 Electrical

Subcontractors must assume all existing cables in tenancies are live and must not be cut and protected from mechanical damage at all times.

Working on live electrical circuits is prohibited at all times.

LLB will provide temporary power for tenancy construction projects (within the hoarding / leasing line). The Tenant shall arrange for temporary electrical connections to the tenancy electrical distribution board in accordance with the relevant Australian Standards AS/NZS3012.

Electrical Energisation/Isolation Request Notification form is to be completed and submitted to LLB via the LHAP Retail Tenancy Coordinator at least 24 hours prior to requiring isolation / energisation.

The Tenant is required to provide the electrical distribution board specifications to the LHAP Retail Tenancy Coordinator prior to the handover date (as per contract requirements).

Enter other detail here or enter nil

### 4.8.3 Communications

The Principal Contractor is responsible for connecting to the MDF located within the tenancy.

Enter other detail here or enter nil

### 4.8.4 Mechanical

Enter other detail here or enter nil

### 4.8.5 Fire

Enter other detail here or enter nil

### 4.8.6 Hydraulic

Enter other detail here or enter nil

## 4.9 SECURITY

All permanent tenancy keys and cylinders are the responsibility of the. SWSLHD, LLB or its representatives is not responsible for arranging access.

The Tenant and their appointed Principal Contractor are responsible for the protection and security of the works within the area / floor of the tenancy construction project.

Statutory Principal Contractor signage must be displayed at the entrance to each Tenancy construction project

## 5.0 IMPROVE

### 5.1 MONITORING OF THE WORKPLACE

Any EHS hazard brought to the attention of a Tenant or their subcontractors or agents must be immediately rectified within the timeframe advised by either LLB or a representative of SWSLHD.

The SWSLHD EHS Coordinator shall maintain a presence across all Tenant construction projects and will ensure that Tenant subcontractors comply with LLB site rules and the requirements of the Tenant's EHS Management Plan.

Workers may be removed from the project for any continued breach of LLB site rules, the requirements of this EHS TMSP or the requirements of the Tenants EHS Management Plan. Removal will be at the discretion of LLB.

### 5.2 INCIDENTS AT THE WORKPLACE

Workplace EHS incidents are reported immediately on becoming aware of the incident and not later than 24 hours after the incident in accordance with the LLB [Incident Reporting and Management Procedure](#).

Notices issued by any Regulatory Authority are to be reported immediately to the LLB Site Manager.

Where an incident is potentially notifiable to a Regulator, the incident site must be protected (preserved) and not disturbed until the Regulator formally advises otherwise. This notification must occur in a timely manner as required by legislation and except in exceptional circumstances, would normally occur after discussion with the Regional EHS Manager.

An exception to the above includes critical incidents and notifiable incidents involving emergency services and the regulatory authority(s), which will be managed in line with the requirements outlined in the Workplace/Project EHS Management Plan.

Tenants shall advise the LLB Site Manager of any attendance by a Regulator or Union to their tenancy immediately upon becoming aware of their presence at the workplace.

### 5.3 INJURY MANAGEMENT AND RETURN TO WORK

Tenants and their subcontractors are to have an injury management return to work process.

## 5.4 UNACCEPTABLE BEHAVIOUR

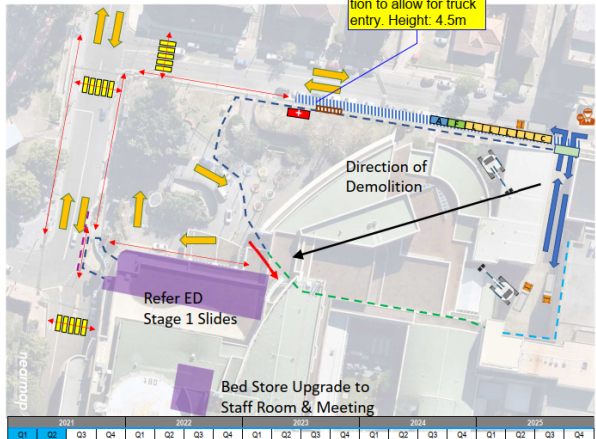
Unacceptable EHS performance by workers including Tenants, their subcontractors or agents is managed in accordance with the LLB Just Culture Consequence Management Framework. Non-conformities relating to the observation of repeated unacceptable EHS performance require the issue of a completed formal LLB non-conformity.

Where unacceptable behaviour by an individual presents an imminent risk of serious injury to the individual worker or others or material harm to the environment, the work activity must be stopped and the incident elevated to the LLB Site Manager and other relevant stakeholders.

# APPENDIX

## APPENDIX 1 DELIVERY ARRANGEMENTS

### Stage 1 Initial Site Setup & Demolition Commencement



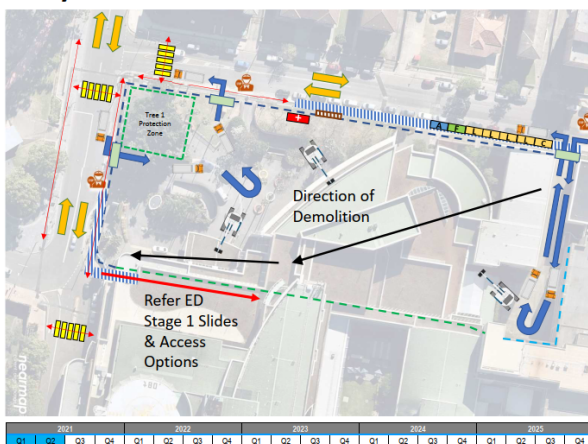
Initial site set up on commencement of project.

Hoarding installation over all levels of existing building.

Main Entry and drop off to hospital maintained whilst upgrading new entry through Trauma offices (refer ED slides)

	'A' Class Hoarding
	Jersey Kerb (or similar)
	Type 1 Hoarding & TFC (where applicable)
	Type 2 Hoarding
	Gate
	'B' Class Hoarding
	Access Stair
	Loading Zone
	Amenities
	First Aid
	Pedestrian access route.
	Building Entrances, access to be maintained
	Pedestrian Crossing
	Parked car
	Construction Vehicle
	Direction of vehicle travel
	Direction of Construction vehicle
	Traffic Controller/ Gate Person
	Hoist

### Stage 1 Demolition Completion and New 'Temp' Entry



Amend site set up to full Stage 1 site in preparation for complete demolition including tree protection.

New main entry and drop off zone open (refer ED slides)

**GENERAL SITE**

- Construction and opening of temporary South entrance
- Structural Demolition in the direction shown and complete.

	'A' Class Hoarding
	Jersey Kerb (or similar)
	Type 1 Hoarding & TFC (where applicable)
	Type 2 Hoarding
	Gate
	'B' Class Hoarding
	Access Stair
	Loading Zone
	Amenities
	First Aid
	Pedestrian access route.
	Building Entrances, access to be maintained
	Pedestrian Crossing
	Parked car
	Construction Vehicle
	Direction of vehicle travel
	Direction of Construction vehicle
	Traffic Controller/ Gate Person
	Hoist



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## APPENDIX 2 PLAN SIGNATURES

By Signing below I acknowledge that I have read and understood this project EHS Tenancy Management Sub Plan and my role and responsibilities in ensuring this workplace achieves the Lendlease vision of Incident and Injury Free.

Name	Signature	Date