



SITE INDUCTION PROGRAM

1.0 MSL CONTRACTOR INDUCTION PROGRAM

1. INTRODUCTION

Melbourne Stadiums Limited (MSL) is the operator of Etihad Stadium and is committed to providing a safe working environment for all contractors as well as MSL staff. The goal of this program is to:

- Provide an overview to contractors of the MSL occupational health and safety policies and procedures
- Provide information about MSL's operational environment
- Detail contractors' responsibilities
- To ensure that contractors understand MSL's policies and procedures and signify their understanding of the policy by signing this agreement

1.2 CONTRACTOR MANAGEMENT OHS POLICY

MSL is committed to meeting its responsibilities under National OH & S legislation and provide a working environment that is safe and without risk to health and safety. This commitment extends to all contractors, sub-contractors and their employees.

MSL is committed to the implementation of preventative strategies that are integrated into day-to-day operational management. To achieve this goal, MSL has set minimum OH & S standards and requires all contractors to demonstrate their capacity to meet these standards.

MSL personnel are accountable for the health and safety performance of the contractors that they engage. This responsibility includes monitoring contractors to ensure work is conducted in a safe manner and the workplace is maintained in a safe condition.

Contractors are unable to enter the Venue without a signed induction form being presented to the MSL Service Entry Office.

1.2.1 MSL ENGAGED SUBCONTRACTORS – OH&S ROLES AND RESPONSIBILITIES

Contractors, sub-contractors and their employees are expected to:

- Develop and follow safe work procedures
- Provide supervision and training to ensure compliance with safe work procedures
- Have a reporting system in place for all injuries, illnesses, hazards and near-misses and to comply with MSL's reporting requirements

MSL is committed to the implementation of this policy throughout the organisation and will conduct a regular review of the effectiveness.

1.3 MSL OCCUPATIONAL HEALTH AND SAFETY OBLIGATIONS

MSL recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.

OBJECTIVES

MSL will:

- Provide safe plant and systems of work
- Provide written procedures and instructions to ensure safe systems of work
- Ensure compliance with legislative requirements and current industry standards
- Provide information, instruction, training and supervision to employees, contractors and customers to ensure their safety
- Ensure employees and their representatives are consulted about changes to work systems and procedures
- Provide support and assistance to employees.

RESPONSIBILITIES

Each manager is accountable for implementing this policy in his or her area of responsibility. This will be measured via their annual performance reviews. Management is responsible for:

- The provision and maintenance of the workplace in a safe condition
- Involvement in the development, promotion and implementation of health and safety policies and procedures, and in consultation with their staff
- Training employees in the safe performance of their assigned tasks
- The provision of resources to meet the health and safety commitment

EMPLOYEES ARE EXPECTED TO

- Follow all health and safety policies and procedures, and to use whatever safety equipment is provided for their tasks.
- Report all known or observed hazards to their immediate supervisor or manager

APPLICATION OF THE POLICY

This policy is applicable to MSL in all its operations and functions including those situations where employees are required to work off-site.

1.4 VENUE DETAILS

1.4.1

Etihad Stadium is located within the Docklands Precinct. The venue is secured by MSL Security Services, located at the Service Entry Office, B2. Prior notification of access to this office is required.

Email serviceentry@etihadstadium.com.au within 24hrs of arrival.

1.4.2 ACCREDITATION PASS

All contractors engaged by MSL need a Security ID Pass to work on-site. There are two types of Security ID Pass. New and short-term contractors require a *daily* security pass.

Daily security passes are issued at the Service Entry Office B2 located just off Bourke Street, where the contractor's contact name and telephone number will be recorded.

Contractors working full time or regularly on-site may be issued with a contractor accreditation badge subject to MSL's authorisation process.

1.4.3 PURCHASE ORDERS

Prior to any work commencing within the venue a 'Purchase Order' must be raised by the responsible MSL employee and authorised by the relevant Department General Manager. The Purchase Order number must then appear on the Contractor Invoice when the work is completed to the satisfaction of the MSL employee.

1.4.4 KEYS CONTACT

The MSL Security Services Manager is the point of contact for the issue of keys to the facility. Notice must be given prior to the issue of any keys, and these keys must be collected and returned to the Service Entry Office daily and are not to leave the venue.

1.4.5 WORK ORDERS

Contractors should be aware that all work carried out for MSL Facilities Department is performed under a 'Work Order' within a system called DNA. Every task has a number allocated irrespective of the type of work. Contract work tasks, planned maintenance, faults, call-outs, defects, or new installation works must all have a work order number.

All works to be carried out for clients or tenants must also be able to be identified by either a purchase or work order

Once the job is finished, the work order must be completed and details entered into the DNA computer by Facilities staff. If these entries are not made, there will be no record of any works undertaken. Therefore payment where applicable, will be delayed and proof of satisfactory work completion will be required.



1.4.6 PARKING

Parking is available in the public car park located just off Bourke Street.

Long term parking within the B2 ring road is not permitted unless an authorised vehicle pass has been issued.

The loading zone area is to be used by vehicles that are either loading or unloading goods only and not for either short or long-term parking.

1.4.7 DELIVERIES

Contractors must notify Security Services and the Service Entry Office, via email serviceentry@etihadstadium.com.au 24hrs prior to expected arrival.

Any items being delivered to the venue for the required works must be clearly labeled to include a contact name and telephone number.

Authorised parking within the Ring road is for contractor vehicles only when access to tools or equipment is required or if the vehicle is over the height of 2.1mts.

All vehicles traveling within the B2 ring road must do so in a safe manner whilst ensuring that the vehicle's hazard lights are in operation at all times.

The B2 ring road speed limit is 10km this speed limit must not be exceeded under any circumstances.

As part of the Service Entry terms and conditions of entry, all vehicles and pedestrian traffic will be subject to both vehicle and bag searches.

1.4.8 TOOLS AND EQUIPMENT

Contractors must ensure they provide all necessary tools, equipment and in particular, protective safety and access equipment that may be required to undertake the work.

Under no circumstances are contractors to use the facilities or equipment of MSL unless with the specific written approval of the supervising MSL Facilities Manager.

Contractors must also ensure they and their employees are appropriately trained in the use and maintenance of this equipment.

1.4.9 THE EXTERNAL CONCOURSE.

All contactors requiring access to the external concourse are required to comply with the following procedure.

The contractor must seek prior authorisation from the relevant MSL Departmental Manager before attempting to access the concourse area.

Upon authorisation and completion of the site induction program, the contractor will be able to collect a La Trobe Street bollards key from the Service Entry Office located off Bourke Street

To gain access to the concourse from La Trobe Street the bollards need to be unlocked and removed. Contractors entering the concourse must also ensure that the bollards are replaced and locked once they have entered the concourse area. Under no circumstances are the bollards to remain either removed or unlocked.

Vehicles traveling on the concourse are required to do so at no more than walking pace, escorted by a person on foot with hazards lights turned on

Upon completion of the required works and departure from the concourse the contractor must again ensure that the bollards are replaced and the key is returned to the Service Entry Office on the same day of issue.

1.5 SAFETY REQUIREMENTS

1.5.1 GENERAL REQUIREMENTS

Contractors must comply with all health and safety regulations, including licensing of operators, permits, certification and inspection of equipment, where required. All staff, contractors, sub-contractors and their employees must carry MSL ID badges or daily security passes. All contractors, their employees and sub-contractors must adhere to all safe work practices and requirements outlined herein, including those stipulated in Work Permits issued.

Before commencing work on any site, contractors must ensure appropriate insurance is taken out to cover MSL, the contractor and sub-contractors for the full period of the contract agreement. Within any site and / or area of a site under the direct or implied control of MSL, the following general safety requirements apply:

- No smoking within the venue.
- Pedestrian traffic within the ring road must remain within the clearly marked yellow lines at all times.
- All power tools must be appropriately tagged.
- Cameras are not allowed on-site without prior permission.
- No arc welding.
- Battery powered tools to be used wherever possible.
- Clean up work area as work proceeds.
- Obey all safety signs.
- All work areas are to be barriered off and signs placed, where appropriate, to protect passers by.
- All contractors, their employees and sub-contractors must be issued with and trained in the use of Personal Protective Equipment.

Prior to commencing work in any area, the MSL Facilities or other relevant manager engaging the contractor, must be contacted for specific instructions concerning operating hazards, security and safety requirements particular to that area.

1.5.2 EMERGENCIES

When assistance is required in any emergency situation call:

DURING EVENTS

7999 internal phone

NON EVENTS

7239 internal phone

PREFIX 8625 E.G. FROM MOBILE PHONE 8625 7239 OR 8625 7999

The contractors are to familiarize themselves with the venue's Emergency Management Plan and all other evacuation procedures pertaining the respective project / site where the work is being carried out.

When the emergency siren is activated the contractor must, immediately:

- Stop all work
- Switch off all equipment
- Proceed to emergency marshalling areas

The announcement that will be heard is as follows;

THIS IS AN EMERGENCY; PLEASE EVACUATE THE BUILDING VIA THE NEAREST EXIT.

1.5.3 TREATMENT AND REPORTING OF INJURIES

Contractors are responsible for the treatment of their sick or injured employees.

Contractors are required to record and investigate any incidents associated with their works or services and forward the results to the MSL Facilities Manager.

1.5.4 SPECIFIC SAFETY REQUIREMENTS

• HOUSEKEEPING

Working areas, stairways, passages and safety exits must be kept clear of obstructions at all times. If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.

• PROTECTIVE EQUIPMENT

Contractors must provide suitable protective clothing and equipment appropriate to the task. This may include:

- Respirators
- Safety footwear
- Gloves
- Hard hats
- Glasses
- Hearing protection

Contractors shall ensure that protective equipment is maintained and used by their employees and sub-contractors in relation to hazards associated with their work.

- **WASTE/ RECYCLING**

Contractors must remove all waste from works performed on the site. Contractors must comply with the MSL waste recycling program where possible. Information regarding the program requirements are located throughout the Venue. Any additional costs associated with removal of waste from the site will be recovered from the responsible contractor.

- **HAZARDOUS MATERIALS**

The contractor must obtain approval for any hazardous substances prior to delivery to site. In order to minimise risk, orders should be made for only 1-2 days supply. Contractors will be responsible for the safe keeping of all hazardous substances used. When not in use, all hazardous materials must be stored in approved storage facilities. Hazardous substances shall be appropriately labelled and Material Safety Data Sheets (MSDS's) held on site.

- **LADDERS**

No Aluminum ladders are to be used for any electrical works within the Venue.

Working at heights requiring ladders to be extended will require a second contactor to hold and secure the ladder. All work to be carried out beyond the length of a standard ladder requires both scaffolding and a secure platform to be in place before any work commences.

- **ELECTRICAL WORK**

Immediately prior to the commencement of any work involving electrical lines and/or equipment, contractors must contact the MSL Facilities Department. Suitably qualified, licensed and trained personnel must carry out all electrical isolations. Work on any isolated equipment must not commence without full application approved lockout procedures.

- **PUBLIC SAFETY**

Contractors shall take suitable precautions to protect the safety and welfare of the public. The contractors shall provide appropriate barriers/screens etc to protect the public from any hazards generated and prevent any exposure.

- **HAZARDOUS AREAS**

All contractors are to be aware that there are numerous Hazardous Areas on the site that will require restricted access and precautions when working in the designated areas. A list of the Hazardous Areas is available from the MSL Facilities Manager.

- **BEHAVIOUR AND SEXUAL HARASSMENT**

Contractors must behave in a manner that does not discriminate or offend any of the MSL employees. Sexual harassment is a criminal offence and will be reported to the Victorian Police in any such event.

- **LICENCE VERIFICATION**

Contractors must provide evidence of employee and/or sub contractor qualifications for specific licensed trades.

- **FIRE PREVENTION**

Fire protection equipment is located throughout the site. Use of fire fighting equipment must be reported to MSL Facilities Department.

Contractors are responsible for fire protection at the worksite. Fire prevention shall be taken into consideration when determining work methods and selecting tools and equipment for use at the worksite. Contractors are responsible for ensuring that flammable liquids are stored in closed metal containers – which are labelled as per regulations to identify contents.

A Hot Work Permit is required for any activity likely to produce a source of ignition and includes: welding, gas cutting, soldering, blast cleaning, use of spark producing tools and use of portable electrical equipment not approved for hazardous area.

Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered without the authorisation by MSL Facilities Department.

- **MANUAL HANDLING**

All manual-handling tasks should be assessed in accordance with the Manual Handling Regulations and Code of Practise. Where practicable lifting aids should be used to minimise risks.

1.5 INSURANCE AND INDEMNITY

1.6.1 INSURANCE

All contractors, prior to the commencement of work, are to ensure that they have in place the Insurance Policies described in their contract with MSL or, if there is no executed contract between MSL and the contractor, the insurance policies described in clause 1.6.2 below. It is the responsibility of the contractor to ensure that any sub-contractors are noted as an insured on their policies or that the sub-contractors have similar policies in place. All policies must be in place for the duration of the contract.

Contractors must deliver to MSL certificates of insurance for each of such insurances prior to the commencement of the contract.

1.6.2 PUBLIC LIABILITY

Contractors must affect a public liability in the joint names of the contractor and MSL for an amount of not less than \$20,000,000 for any one incident. The policy must include a cross liability clause and a waiver of subrogation whereby the insurer agrees to waive all rights of subrogation against MSL.

1.6.3 MOTOR VEHICLE

Contractors must ensure that any motor vehicles brought on to the site by the contractor or any of its sub-contractors are covered for third party Motor Vehicle Liability Insurance for an amount of not less than \$10,000,000 for any one incident. The policy must contain a Principle's indemnity.

1.6.4 WORKERS COMPENSATION

Contractors must ensure that Workers Compensation insurance covering the Contractors' employees as required by law is in place and is for the maximum amount permitted by law.

1.6.5 INDEMNITY

The Contractor shall be liable for indemnifying MSL for and hold MSL harmless against, all claims, losses (including consequential losses), demands, liabilities, damages, costs and expenses suffered or incurred by MSL, its officers, employees, agents and related corporations arising directly or indirectly out of any act/or omission of the contractor, its employees and agents or their subcontractors, their employees and agents or any breach by the Contractor of MSL's Contractor Health and Safety Standards or Occupational Health and Safety Policy and Procedure in relation to contractors.

