

# BROOKSIDE SHOPPING CENTRE CONTRACTOR REQUIREMENTS

## SITE CONTACTS

OPERATIONS MANAGER	David Shaw - 0413 200 002
OPERATIONS ASSISTANT	Jake Dwyer - 0405 186 696
CENTRE MANAGER	Russell Shaw - 0412 577 611
CENTRE MANAGEMENT OFFICE	(07) 3355 5211
SITE SECURITY	0438 114 490

## SAFETY INDUCTION

All workers at Retail First Centres must have successfully completed the on-line general induction course. The course can be accessed via the Retail First website at [www.retailfirst.com.au](http://www.retailfirst.com.au) follow the "Safety Induction" link. Successful applicants must print the accreditation card and produce this card at any time requested by a Retail First employee. Failure to produce the accreditation card may result in you not being permitted to work at any of the Retail First Centres.

## VEHICLE PARKING

Work and personal vehicles are allowed to be parked in any of the loading docks for the delivery and pick up of equipment and materials only. Once deliveries have been finalized, vehicles must be removed to a parking area which does not interfere with the daily operations of the Centre.

## RUBBISH REMOVAL

Rubbish is not to be placed in the Centre's wheelie bins or compactors. Rubbish removal is to take place after trading hours. The use of skip bins is encouraged for fitouts and make good work. Please consult with Centre Management regarding size, location and delivery requirements.

## SIGNING IN & OUT

All contractors working on site must sign the centres contractors register when first arriving on site and again just before leaving site.

## CENTRE KEYS

Contractors on occasions will be required too sign out keys to gain access to restricted access. Contractors shall be responsible for safe keeping of any keys until re-signing them back in at centre management. The replacement costs for any lost or damaged keys and associated re-barreling will be borne by the contractor.

## OUT OF HOURS MOVEMENT

Movement after hours is to be limited. Access to vehicles, loading docks, deliveries etc. The shortest possible route is to be taken. Window shopping, sitting on mall furniture etc. is not permitted under any circumstances.

## CARPET MATS

Carpet mats must be used as required particularly inside hoarding to minimize dust and dirt being tracked into the centres common areas.

## WORK OUTSIDE OF TRADING HOURS

Security will liaise with contractors regarding arming and disarming of the centres security system and movement both in and around the centre. Work conducted after 9:00pm through to 7:00am will require additional security at the contractor's expense.

## ADJOINING TENANCIES

Where work is being carried out on an inter-tenancy wall, due care must be taken to prevent damage to stock displayed or hanging from the opposite side of the wall.

**These rules are the minimum for working in Retail First managed Properties.  
Risk to property and person will not be tolerated in any way.**

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1. All contractors working on the property must have successfully completed the Retail First Pty Ltd - Health & Safety induction course through the Retail First website [www.retailfirst.com.au](http://www.retailfirst.com.au) and must be able to present their personal induction card when requested by management.
  2. Before work commences the Contractor is to provide Centre Management with a Certificate of Currency showing the Public Liability Insurance of \$10,000,000 (\$20,000,000 for Cleaning Contractors) or more and noting Retail First Pty Ltd and Property Owner as Interested Parties.
  3. Before work commences Contractor is to provide Centre Management with a copy of their Work Cover Certificate and Safety Plan.
  4. Retail First has a no smoking policy for the work place and smoking is banned in the building, undercover carparks and within 4 metres of all building entrances.
  5. All persons employed on the job are to stay in nominated work area. In addition, access to and from the work area is only to be via designated lifts, stairs, corridors, etc.
  6. All persons employed on the job are to use only nominated areas for ablutions, tea making, changing and meal taking.
  7. Rubbish, food scraps, etc. are to be placed in nominated bins at end of each meal or smoko break.
  8. Toilet fittings, gardens, tea rooms and the like must not be used for washing out paint tins, plaster buckets, cement buckets, brushes, tools or any other foreign substance.
  9. No foreign substances of any type down any drain.
  10. Protective covers are to be used over all surfaces, finishes, furniture, equipment or the like while working on the job.
  11. Electrical tools must be tested, tagged and connected to power supply only by means of and Residual Current Device.
  12. Radios, cassette players, MP3's or the like will not be permitted to be used in occupied areas. Use of headphones and earphones are totally banned due to their safety hazard.
  13. Only nominated electrical outlets to be used for construction purposes. Under no circumstances is client's power to be used or disconnected or any client equipment to be disconnected.

14. Under no circumstances is any part of the work to be carried out if that part of the work exposes either directly or indirectly the occupants to any level of danger until an agreed safe work method is established with the Centre Manager. All necessary precautions are to be taken to protect the occupants from such exposure and if this cannot be achieved then that part of the work is to be executed out of normal working hours.
15. No power tools are to be used or any other tool which would affect other businesses can be used during trading hours.
16. Sub-contractors are to show courtesy to occupants and refrain from using obscene or offensive language or even unnecessary shouting and to be suitably dressed at all times.
17. Work which necessitates the use of noisy power tools e.g. hammer, drills, grinders, etc. shall only be used under the guidelines of the Centre Manager, including times nominated.
18. Any dusty or dirty work shall only be carried out in a manner and at times as agreed by the Centre Manager who shall be consulted prior to carrying out such work.
19. Delivery, hoisting and storage of materials and removal of rubbish shall only be carried out in a manner and at times as directed by the Centre Manager. The Centre's rubbish bins/compactors are not to be used for disposing of builders' rubble/rubbish.
20. Any request or enquires received from occupants or users of the building are to be courteously referred to the Centre Manager.
21. Shopping trolleys are not to be used as a means of transporting equipment or rubbish, etc. or for any other purpose.
22. All provisions of the Workplace Health and Safety Act (WH&S) are to be strictly adhered to at all times. All work is to be performed in accordance with the relevant Code of Practice or alternative approved risk assessment method.
23. Any welding, brazing or function that has an ignition source is to be approved by the Centre Manager prior to performing such tasks by issue of a Hot Work Permit.
24. No leads, hoses, etc. are to be placed in locations where customers or tenants may slip.
25. Suitable personal protective equipment clothing and footwear appropriate for the task are to be worn.
26. The Centre Manager reserves the right to insist the Contractor removes from the site any Contractor or Sub-Contractor employee who is in contravention of these rules.
27. The Contractor is to produce to the Centre Manager their Retail First - "Health & Safety First" General Safety Induction card together with a Safety Plan prior to commencing work at the Centre.
28. The Contractor must provide the Centre Manager with a copy of the WH&S Construction Industry "Blue Card" for each worker under their control prior to commencing work in the Centre.
29. All provisions of the EPA are to be adhered to at all times.
30. Hoarding is to be used for all works where persons can be injured. These items are to be firmly fixed in place and condition of same to be first class.
31. Any interference to water, electrical power or disarming of fire or security systems is to be authorised in writing by the Centre Manager giving 72 hours notice.
32. Isolation of any part of the fire system will require compliance with Impairment Notice Procedures.
33. Any keys issued to a contractor become the responsibility of the Contractor until returned and signed by Centre Management. The loss of keys by the Contractor will require a total re-key of the Centre at the Contractor's expense.

34. The use or the delivery to site of any Dangerous or Hazardous substances must be approved by Centre Management. MSDS and Safety Plans for the use of these products must be produced prior to commencement of work.

***I acknowledge that I understand the contractor requirements and will carry out all work complying with these requirements:***

Company: .....

Name: .....

Signature: .....

Date: .....

Contact Number: .....