

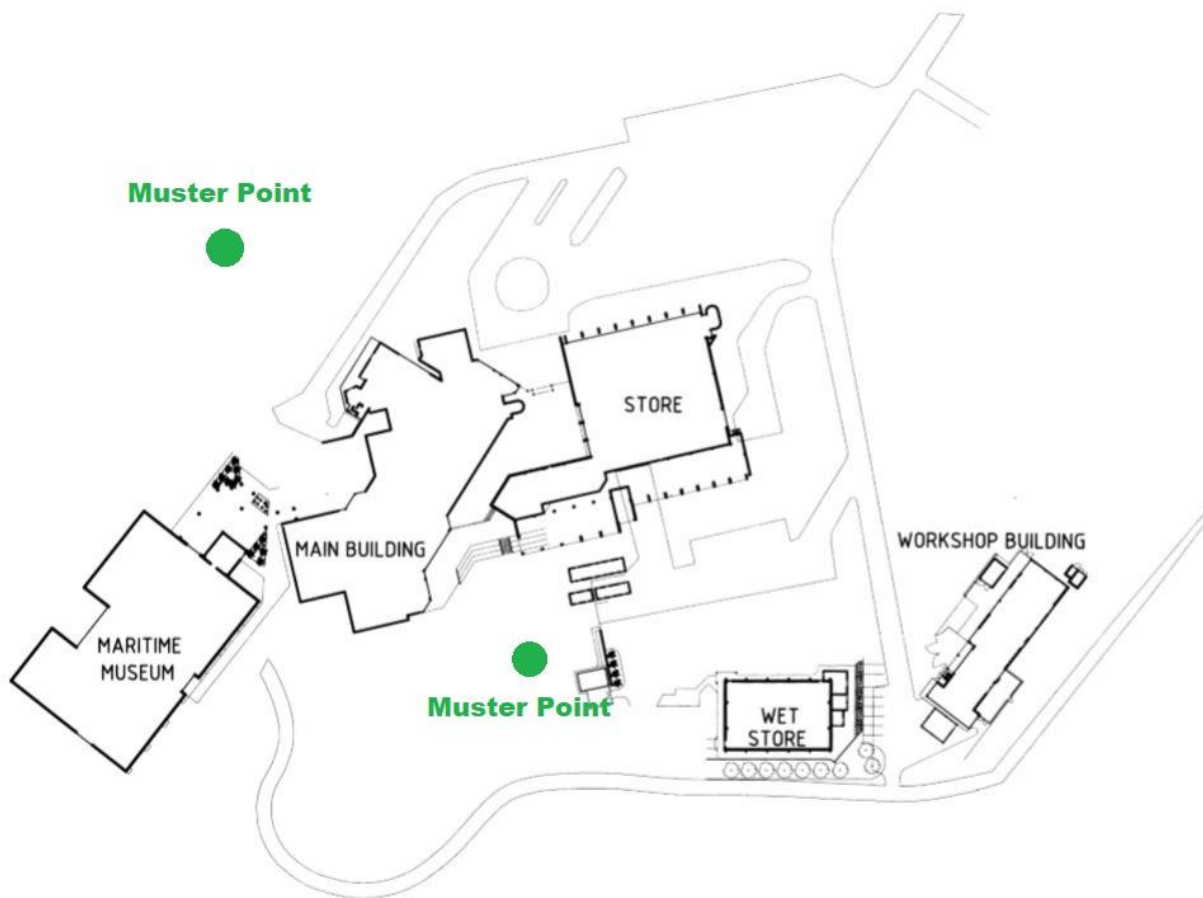
SITE REQUIREMENTS FOR ALL CONTRACTORS

MAGNT & MARITIME GALLERY

(INCLUDING THEIR EMPLOYEES OR SUBCONTRACTORS)

1. All contractors must report to MAGNT Security. Building access can only be provided by MAGNT Security. This includes for works exterior to the building and the Café. A MAGNT staff member may be required for escort. Any keys/fobs must be returned to Security Control Room every day after completion of work. A contractor's card must be worn at all times. No Exceptions.
2. All contractors who provide services in the MAGNT precinct must provide valid photographic identification prior to being granted permission to work within the precinct.
3. A contractor (including their employees or subcontractors) who has been convicted of a criminal offence prior to or during the contract period must advise the DIPL Project Manager and the Manager of Asset Management Arts and Culture of the conviction. Whether the contractor will be permitted or can continue to work in the MAGNT precinct will be determined by the Manager of Asset Management Arts and Culture.
4. Contractors who require access to the MAGNT precinct must provide a National Police Certificate to the DIPL Project Manager or the Manager of Asset Management Arts and Culture. A National Police Certificate is valid if it is less than 12 months old.
5. If a contractor has not resided in Australia for the previous 12 months, a criminal history check from the country of previous residency must be supplied.
6. Criminal history checks must be provided along with a signed copy of this document at least two business days before work is due to commence.
7. Contractors must follow the direction of MAGNT precinct Security Officers at all times.
8. Contractors are to wear company uniform that clearly show the company name.
9. Use personal protective equipment in accordance with manufacturer's instructions.
10. Keep work areas clean and tidy at all times.
11. No cutting or welding inside the premises. No open flame. Any masonry drilling will require a HEPA filtered vacuum during the process.
12. Contractors are required to pack up and remove all work tools, equipment and hazardous materials / substances from the site after each working day. Larger materials can be left in allocated area with approval.
13. All artwork and artifacts are protected by an act of Parliament and any person found touching or damaging any of the artwork or artifacts will be instructed by MAGNT staff to leave the site immediately and may result in the person being charged by the Police or being permanently banned from the site.
14. Any damage to MAGNT objects must be reported to Security Control Room immediately. An incident report will then be forwarded to elaine.labuschagne@magnt.net.au, matthew.james@nt.gov.au and sandra.yee@magnt.net.au
15. The Museum and Art Gallery of the Northern Territory is a critical facility that requires 24/7 operation. For any disruption to the chilled water, reheat water and/or condenser water systems, air conditioning systems, water supply, electrical supply or fire detection prior approval will be required.
16. Advanced copies of SDS forms will be required to be submitted to the Registrar, Facilities Manager and Conservation of all hazardous/substances used. Please forward copies to elaine.labuschagne@magnt.net.au, matthew.james@nt.gov.au and sandra.yee@magnt.net.au
17. No smoking within the building. This includes within 3 metres of entrances.
18. No alcohol, drugs or other substances are permitted onsite, and/or to be consumed onsite.
19. Food and drinks are strictly prohibited inside all galleries and stores.
20. The contractor is to provide suitable containers for removal of rubbish and surplus materials with the disposal of rubbish/waste into designated skip bin.

21. Designated Fire and emergency exits, access and egress points are to be kept clear at all times.
22. On hearing the evacuation siren all work shall cease immediately. Switch off machinery and plant equipment, leave tools behind. Make aware to other personnel that have not heard the evacuation signal and move to muster point as outlined on map.
23. Report any incidents, dangerous events, work caused illnesses, injuries or near misses immediately. A person conducting a Business or Undertaking (PCBU) is required to contact NT WorkSafe immediately after becoming aware of a notifiable incident (1800 091115). This should be followed up by the appropriate incident notification form available from ntworksafe@nt.gov.au within 48 hours, as well as copies to Security Control Room (contract.scrmagnt@magnt.net.au) and Facilities & Operations Services Manager (matthew.james@nt.gov.au).
24. No paint, sand, cement or chemicals to be put in any drains nor allowed to soak into the ground.
25. Contractors must park in allocated areas.
26. Any contractor deemed to have caused false alarm to the VESDA system will incur all costs for Fire Brigade call out.



I have read the site requirements and understand the requirements as per site safety induction.

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 Print Name Company Name (Signed) (Date)