

# **KATHERINE HOSPITAL**

## **SITE RULES**

### **FOR CONTRACTORS, SUB CONTRACTORS, AND TRADESPERSONS**

**EDITION 2**

**AUGUST 2017**

**Katherine Hospital Site Rules is a key contractual document for all Contractors, Subcontractors, and Trade persons performing works on behalf of any and all internal or external stakeholders requiring mandatory compliance. This document is critical to each worker's safety and the safety of others and is considered to be fully understood following the completion of the compulsory Katherine Hospital Induction for workers engaged directly or indirectly by KH Engineering, Top End Health Service, Department of Infrastructure, Department of Health, or any other agency/business unit required to complete works at the Katherine Hospital Campus. This document is not intended and does not replace or amend any existing applicable WH&S Legislation but rather provides site specific information.**

## GENERAL INFORMATION

All Works performed by a Contractor, Subcontractor, and Trades person within the boundary of the Katherine Hospital Campus as defined by these rules shall remain at all times under the control of the Engineering Services Manager (ESM) Katherine Hospital (KH) or delegate.

For the Infrastructure Works Program including Specific R&M, Minor New Works, and Capital Works the Department of Infrastructure is considered to be acting on behalf of Engineering Management carrying the same authority as the site controller and is liable for all Workers and any resulting actions as they relate to Works performed at the Katherine Hospital Campus Site.

The Engineering Manager is currently located on the first floor of the Hospital Engineering Building and may be contacted via information indicated below.

### Normal Business Hours

Monday to Friday - 0700 hours - 1530 hours

### Contact Information

KH Engineering Office: **8973 9273**                      0418895681

**Email: allen.story@nt.gov.au**

### After Hours Contact

Request the on-call KH Engineering Representative.

**In case of an Emergency dial 000.**

**In case of an Emergency occurring within the Hospital, dial \* \* \***

### By Mail

Engineering Manager  
Katherine Hospital,  
PMB 73  
Katherine,  
NT, 0850

## Overview

Katherine Hospital (KH) has approximately 60 beds, approximately 230 staff, and provides a broad range of services to the Katherine population.

## The Campus

KH Engineering is responsible for the continuous operation of all Katherine Campus Infrastructure including but not limited to:

- Emergency Department
- Jack Roney Ward
- Childrens Ward
- Maternity Ward
- Birthing Suites
- Grounds Maintenance and Waste Management
- Engineering, Laundry and associated boiler and support functions.
- Catering
- Flinders University facility
- Stores
- Mortuary
- Staff accommodation units and houses
- Swimming Pool / Social Club
- Allied health
- Resource and Training Centre

\*For a complete asset register please direct inquiries to Engineering Services

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## Definitions

For the purpose of these Rules the following definitions apply;

<b>KH"</b>	Katherine Hospital Campus and associated infrastructure
<b>"ESM"</b>	Engineering Services Manager or his/her delegate.
<b>"Supervisor"</b>	Trade (Electrical, Mechanical, and Building Services) Manager or his/her delegate
<b>"Site"</b>	any area within Katherine Hospital Campus where work is undertaken as directed by ESM
<b>"Standards"</b>	typically current BCA Requirements, AS/NZ Standard and/or relevant legislation, policy, etc.
<b>"Worker(s)"</b>	Contractor, Sub-contractor, tradesperson, vendor, supplier, consultant, specialist, authorized representative, etc. engaged directly or indirectly to perform works
<b>"Works"</b>	means performing construction or repairs and maintenance type work under contract or by other means as directed by Engineering Management
<b>"BMS"</b>	Building Management System
<b>"Induction"</b>	Mandatory review of site specific rules and policy including final assessment
<b>"MEX"</b>	Official KH Engineering Asset Management Database includes internal and external interface for document submissions and work requests.

# KATHERINE HOSPITAL SITE RULES (THE RULES)

## 1 Engineering Requirements

### 1.1 Workers' Hour

Workers' access to site for directed Works is permitted between the normal business hours and/or allowed under the General Conditions of Contract as stated in the Building and Construction Industry Award. Workers requiring access outside normal business hours prior approval by the EM or Supervisor is required. 48 hour notice is considered standard.

### 1.2 Worker Identification

All Workers shall wear a KH identification badge at all times when on Site.

ONLY Workers who have completed the EM Induction are allowed to work on-site.

### 1.3 Worker 'SIGN IN' (normal working hours)

Workers are required to register with the Engineering Office and provide all workers names, contact information, emergency contact information, designated competent person, anticipated work duration and identify the location of the Works.

Prior to commencing Works all Workers must complete a Work Authorization Form (WAF) including Risk Assessment to identify any High Risk Work Activities. All High Risk Activities must have a corresponding permit reviewed and approved by the Supervisor.

Workers not able to complete Works during normal business hours must seek approval from the EM or applicable Supervisor.

#### 1.3.1 Construction Industry 'White Card'

Construction workers in the Northern Territory are required to undertake general construction induction training (GCIT) delivered by an approved registered training organisation (RTO). Workers, who complete GCIT in the Northern Territory, will be issued a 'NT white card' as proof of their training. A copy of the Workers White Card is required at the completion of Induction.

#### 1.3.2 Working with Children (WWC) Ochre Card

All Workers must possess a current/valid Ochre Card as they may be in contact with children in and around the Site. Special circumstances may be considered upon application to the EM. Refer to Section 3 for more details.

### 1.4 Worker 'CALLED IN' after hours

The On Call Engineering Representative will alert Nurse Co-Ordinator and KH Security of Workers attending to Site after hours. The Worker will liaise with Security upon arrival and at completion of the Works.



All keys and/or ID badges required for the Works are available via Security and shall be returned to Security before leaving the site. In addition, the Worker shall advise the Switchboard at completion of the Works.

## 1.5 Key issuance and return requirements

Workers will require dedicated keys to gain access to secure areas including but not limited to plant rooms, boiler house, electrical sub stations, switchboards, etc.

The ESM will issue keys to responsible Workers as deemed essential for specific duties.

Worker(s) will be required to register specific details with the Engineering Manager and provide the responsible company's information. Provide key details and reference to the Work Order Number and WAF. Keys must be returned during normal business hours to the ESM and recorded as such in the register. Any exception must be requested and confirmed by the EM or applicable Supervisor.

**NOTE: Keys are a critical component to the security of the KH Campus and any Worker not returning issued keys in accordance with the requirement are liable for any and all financial consequences.**

## 1.6 Required Response to Emergency Codes at the Site

Workers must observe and comply with direction from area managers, wardens, security staff, and/or any responsible representative of Katherine Hospital during and after an emergency as defined by colour code. Workers should be familiar with Emergency Management Procedures for the Katherine Hospital and the coding system provided on the reverse side of ID Badges.

In the event of an emergency or evacuation involving any of their work areas, follow the mandatory instructions provided by the public address system or any other emergency communication means specific to the work area.

### Internal Emergency Number \*\*\* (Three Stars)

CODE RED - FIRE	
CODE ORANGE - EVACUATION	
CODE PURPLE – BOMB THREAT	
CODE BLUE – MEDICAL EMERGENCY	
CODE BLACK – DURESS	
CODE YELLOW – INTERNAL EMERGENCY	
CODE BROWN – EXTERNAL EMERGENCY	

Code Red – FIRE: Workers are to refer to own interim life safety management plans and take applicable actions including but not limited to ceasing work, cleaning/organising work area, clear any egress paths as required, and comply with local area notifications/alarms. If in a public area await instruction from the local Fire Warden.

Code Purple – Bomb Threat: Follow audible instructions.

Code Blue – Medical Emergency: Be self-aware, observing and taking direction from clinical staff as required and applicable to the work area.

Code Black – Duress: Be self-aware, observing and taking direction from security staff as required and applicable to the work area.

Code Yellow – Internal Emergency: Follow audible instructions.

Code Brown – External Emergency: Follow audible instructions refer to Engineering Services Sub Plan as applicable.

## 1.7 Work Permit Requirements

Engineering operates under a Permit to Work System with the Work Authorisation Form including Work specific Hazard and Risk Assessments performed by Workers as required by legislation for all Works. When any medium or high risk activity is identified by the Worker, the Worker must inform the associated Engineering Supervisor and complete any additional permits as required. Specific permits include but are not necessarily limited to the following:

- Works Authorisation Form
- Fire Detection/Alarm/Panel Isolation
- Hot Works
- Working at Heights
- Electrical Isolation ( HV &LV)
- Mechanical Isolation
- Ventilation / air conditioning Isolation
- Medical Air /Gas Isolation
- Water Distribution Isolation
- LP Gas Isolation
- Client critical systems isolations
- Confined Space Entry
- Excavation

## 1.8 Fitness to Work

All Workers should assess their own fitness to work when completing the initial analysis of the tasks assigned including fatigue. In addition the attempt to perform work under the influence of illegal drugs and/or alcohol is prohibited.

## 2 Department Of Health: Criminal History Check Policy

The Department of Health requires employees and Workers to undergo criminal history checks.

Workers should be aware that there is strong likelihood of encountering children at any time and any place on the KH Campus.

Employees and Workers will have been granted an '**Ochre Card**' before commencing work on the site or show a receipt indicating that the application has been lodged.

This is in line with the 'Care and Protection of Children Act 1997' and also reflects similar criminal history checks that occur in health services in other jurisdictions.

### Legislative Basis and Related Documents

The criminal history check process is based on, but not limited to, the following legislation

- **Public Sector Employment and Management Act Regulation 3 (b)**
- **Northern Territory Anti-Discrimination Act Section 19 (q) & 37 Section 26**
- **Criminal Records (Spent Convictions) Act Parts 2 and 3**
- **Information Privacy Act 2001**
- **Care & Protection of Children Act 2007**

The policy applies to all employees, Workers, and volunteers who work for or are engaged to provide services to Katherine Hospital, Top End Health Services, Department of Infrastructure, or the Department of Health.

All information can be found on the [www.health.nt.gov.au](http://www.health.nt.gov.au) and access the People and Organisational Learning internet link.

### 3 After hours Call outs

Specified trades as directed by Engineering Management are on call after hours and must be contactable by K.H. Nurse Co-ordinator or the Engineering On-Call Representative for infrastructure outages, faults, and/or failures requiring immediate response.

All Workers responding to service requests by Nurse Co-ordinator Engineering On-Call Representative outside normal working hours must:

- contact Nurse Co-ordinator on arrival
- Report to the Security Office/Reception and request keys and temporary IDs as required.
- Contact switchboard/Engineering on-Call Representative on departure advising of the successful completion of the service request or other status. Return keys and IDs to Security

### 4 Gross Misconduct

All Workers are required to act professionally and be of good character. All actions by Workers considered by Engineering Management to be in violation of this industry understood Code of Conduct are potentially subject to discipline at the sole discretion of the Engineering Manager and other applicable Department of Health authorities including dismissal from site, criminal prosecution, and early termination of any existing contractual agreement as allowable by law. Actions identified below serve as a guide but should not be considered the limit of enforceable offences.

- Unauthorised removal or interference with any protective device
- Unauthorised operation of any item, machine, plant or equipment.
- Damage, misuse, or any interference with any firefighting equipment or component.
- Unauthorised removal or defacing of labels, signage, or warning devices serving in the interest of safety, health and welfare.
- Handling or usage of any chemicals, flammable goods, hazardous substances, or toxic materials not in accordance with manufacturer's recommendation or other applicable legislation or Standard.
- Smoking (refer to Tobacco Control Act 2003).
- Horse-play of any kind

- Providing false statements or in any way interfering with the collection or review of evidence following an incident, accident, or dangerous occurrence.
- Misuse of compressed air or pneumatic equipment.
- Exceeding loading specifications for lifting equipment or company vehicle.
- Attending site under the influence of intoxicating liquor, drugs or similar substances which are capable of impairing judgement or motor functions.
- Disrespecting the mandate for patient priority in all situations including but not limited to lift access, clinician directives, and any other action which could be considered to impede the ability of staff to deliver care.
- Negligence and/or complacency related to any activity taking place on site which is considered to create or increase any real or perceived hazard to the public, staff, other Workers, etc.

## 5 Information Privacy Code of Conduct

Workers shall comply with the “Information Privacy” Code of Conduct.

The purpose of the Code is to safeguard against the unwarranted intrusion into an individual's private life or activities.

Any information regarding patients/staff must **not** be disclosed and can only be used with the consent of the person.

Penalties under the Criminal Code / Medical Services Act / Community Welfare Act / Notifiable Diseases Act / Adoption of Children Act / Cancer Act / Information Act range from fines up to \$20,000 to five years imprisonment.

Workers should be familiar with the applicable acts and advise Engineering Services if access to the legislation is not possible, a copy will be provided upon request.

## 6 NT WorkSafe

Engineering Services and all Workers must comply with all parts of the Northern Territory Work Health and Safety Act and Regulations on every occasion. No part of these Site Rules is contrary to any NT statute and is not intended to replace or amend legislation.

WorkSafe NT is the regulatory and advisory arm of the N.T. Government. WorkSafe Inspectors are frequently on the KH Campus and are available to assist anyone with advice to get the job done in a safer fashion.

NT WorkSafe can be contracted on **1800 019 115** or the website [www.worksafe.nt.gov.au/](http://www.worksafe.nt.gov.au/)

Workers are encouraged to access the site frequently to check and review changing Rules and Regulations. WorkSafe also offers an ‘Information Bulletin’ service where updated regulatory information is provided routinely.

WorkSafe NT has a mandatory, regulatory requirement for incidents/accidents to be reported with the potential for subsequent investigation. See the ‘Worksafe’ web site for more information on reportable incidents.

## 7 Isolation (Lock-out/Tag-out) of Services

**IMPORTANT: WHERE EQUIPMENT, APPARATUS OR PLANT IS ISOLATED, IT MUST BE TAGGED WITH A TAG APPROPRIATE TO THE REASON FOR ITS ISOLATION.**

## Objective

- i. To alert Workers and others of the critical need to fully communicate with KH ESM to allow the effective installation, servicing and removal of essential health care infrastructure without affecting client (patient) care.
- ii. To provide general guidelines on the use of DANGER and OUT OF SERVICE tags for the protection of personnel and / or equipment or apparatus.

## Prior Considerations

Before commencing work personnel shall check to ensure:-

- (i) the location and equipment type is correctly identified;
- (ii) work is not being performed on the same or associated equipment by other persons;

all appropriate safety procedures, tools and equipment and parts, are available at the site where the task is to be performed.

## The Need for Isolation

Equipment should be isolated in accordance with these guidelines and applicable Standards when:

- (i) personnel are required to work on or near equipment which if energised (live), running or started, may endanger their safety; and/or
- (ii) the equipment is required to be kept **Out Of Service**.
- (iii) Work on the facility / equipment will endanger persons because of energised electrical circuit, steam, water / sewage pressure, air or gas release.

**NOTE: In situations where it is not possible to isolate equipment, such as during electrical fault finding, bearing vibration testing shall ensure that:**

- (i) Job Safety Analysis are completed
- (ii) the procedures are made known to all personnel concerned
- (iii) the procedures are implemented and maintained throughout the complete job.

## 7.1 Isolation Procedures (Electrical)

See AS/NZS 3000 – 2007 and AS/NZS 4836 – 2011 Clauses 3.2.2 to 3.2.8

Also 'NT Electricity Reform Regulations' Section 8

- (1) The Worker shall provide at least 48 hours' notice to Engineering of the required isolation of any services. More notice may be required if there is an impact to clinical service.
- (2) Engineering approval is required prior to the isolation.
- (3) The Worker shall supply and manage all isolation equipment / consumables (locks, chains, tags, tape, hasps (plates)) and manage the isolation process.
- (4) Equipment can be caused to operate, rotate or move by electrical and/or mechanical, hydraulic or pneumatic means. Such equipment must be isolated from all means of supply to render it safe for work.
- (5) Isolation by means of a local control switch or valve is not considered safe or satisfactory. Emergency stop switches, push buttons and pistol grip switches are NOT to be used for isolation purposes.
- (6) Tests must be performed to ensure that -

- the equipment cannot be operated, moved or rotated (as appropriate to the equipment); and
  - isolation for electrical work, as well as the main supply source, any control circuits and auxiliary equipment are dead.
- (7) With electrical equipment, Supervisors should constantly evaluate the situation during active thunderstorm periods and if necessary terminate the work until it is considered safe.
- (8) Due regard shall be given to the placement of barriers and warning notices, as appropriate.

## 7.2 Isolation Procedure (mechanical)

Please refer to AS/NZS 4836 – 2011 Clauses 3.2.2 to 3.2.8

- (1) The Worker shall provide at least 48 hours' notice to Engineering of the required isolation of any services. More notice may be required if there is an impact to clinical service.
- (2) Engineering approval is required prior to the isolation.
- (3) The Worker shall supply and manage all isolation equipment consumables (locks, chains, tags, tape, hasps (plates)) and manage the isolation process.
- (4) Tests must be performed to ensure that the equipment cannot be operated, moved or rotated (as appropriate to the equipment).
- (5) Due regard shall be given to the placement of barriers and warning notices, as appropriate.
- (6) Where locks are attached to valve wheels, ball valve controls etc. it is recommended that a short length of chain be part of the lock-out, in case the lock key is lost. Simply cutting the chain link will save the loss of a lock if it is cut off.

## 7.3 Tagging

KH uses only two (2) types of tags:-

**DANGER TAGS** to protect **PERSONS** and  
**OUT of SERVICE** tags to protect equipment.

### 7.3.1 Danger Tags

Danger Tags are of the standard type in use in industry in Australia and based on AS 1319 - 1994. They are red and black printing on a white background with provision for the name of the person attaching the tag, the date and time of its attachment to the equipment, and the reason for its attachment.

Danger Tags must be attached to equipment (or an area) by personnel **in charge** of and carrying out the work.

All sections of the DANGER TAG shall be correctly completed. The tag shall then be securely fastened to the isolating switch, fuses, valves, etc., in such a manner that it will not become accidentally detached.

Each person working on the equipment must attach their own personal DANGER tags to the isolation point/s.

### 7.3.2 Removal of Danger Tags

DANGER TAGS may only be removed by the person who completed and attached the tag. However in the event of an unusual occurrence, such as an accident to the person who attached the tag, the tag may be removed with the approval of that person's immediate supervisor, after consultation with other members of the work party (if any) and after personally verifying that the equipment is safe and ready for operation. Reasonable steps shall be taken by the supervisor to notify the person whose tag was removed that the equipment is no longer tagged or isolated.

On completion of the work, a person shall not remove their DANGER TAG from the equipment until they have replaced all guards, etc., and removed all safety and maintenance equipment and tools, for which they have responsibility.

Also on completion of the work, all Access and other Permits will be signed off and returned to Engineering.

Where work is not complete or people are leaving a work site, the procedures listed in the section of these guidelines for "INCOMPLETE WORK" (below) shall be followed.

### 7.3.3 Incomplete Work

No person shall leave a work site, except for short breaks such as lunch, without removing their personal DANGER TAGS from equipment and replacing them with OUT OF SERVICE tags. (See the placement of OUT OF SERVICE tags section of these guidelines).

In the case of a job not being complete by the end of a person's shift of work on any day, that person must remove their personal DANGER tags and replace them with OUT OF SERVICE tags.

### 7.3.4 Out of Service Tags

Out of Service Tags have black printing on a yellow background. These also have provision for the name of the person attaching the tag, the date and time of its attachment to the equipment, and the reason for its attachment.

Out of Service Tags are for attachment to:-

- equipment which is faulty and/or dangerous;
- equipment which is required to be kept out of service for any reason; and
- incomplete jobs.

Before re-commencing work each person shall check that isolation conditions have not altered before replacing their OUT OF SERVICE tag with a personal DANGER tag.

All sections of the OUT OF SERVICE TAG shall be correctly completed. The tag shall then be securely fastened to the isolating switch, fuses, valves, etc., in such a manner that it will not become accidentally detached.

### 7.3.5 Removal of 'Out of Service Tags'

An 'OUT OF SERVICE TAG' may be removed by:-

- a. an authorised trades person or a supervisor who has repaired and/or inspected the equipment and has found it to be safe for operation; or

- b. an authorised person or a supervisor, where the equipment was required to be kept out of service for reasons other than that in clause (i).

### 7.3.6 Caution Tape and Caution Tags

The use of this tape and tags is not encouraged on this Campus. The equipment / area are either totally safe to use OR a DANGER situation exists.

Caution signage may be used where e.g. a designed pipe system lower edge is below normal head height and persons passing that point are advised to bend to avoid collision.

## 8 Electrical Tagging and Testing

All electrical equipment and accessories normally located on or brought to this Campus shall be tagged periodically, (depending on rigour of use) in accordance with AS 3760 or AS 3551 for biomedical purposes. Items not tagged and seen to be 'in test' are not to be used on site.

## 9 Public Liability and other Insurances

Workers will maintain current business insurance policies as required by Engineering Services including but not necessarily limited to:

- Workers Compensation
- Motor Vehicle (including trailers and other trailer mounted plant)
- Public Liability
- Other such particular insurances as may be required during the term of a particular Contract.
- Specific insurances as required by Engineering Management

## 10 Environmental Protection

Workers are required to comply with legislation, policy, and guidelines developed and published by The Northern Territory Environment Protection Authority. Workers should review and be familiar with information provided by visiting the website <https://ntepa.nt.gov.au>. Workers should consider the following when planning work and mitigate risks as required:

- impact on flora and fauna
- impact on hazardous substances entering the sewer or ground water systems
- Effect of fumes, smoke and gas on the immediate Campus and neighbouring environments.
- Impact of soil borne disease and dust of concern to Infection Prevention and Management Dept.
- Workers will seek advice from and plan building work in concert with Infection Prevention and Management Dept.
- Workers are required to comply with the current version "Infection Control during Construction, Renovation, and/or Maintenance Hospital Network Policy"
- Workers are required to be self-sufficient in transporting and removing ALL wastes from the site
- The safe disposal of medical devices should be done in accordance with AS 3551 and coordinated with RDH Biomedical Engineering Department.



The Worker shall not accumulate and rubbish or waste anywhere on Site. All Work areas must be kept clear and in clean, tidy condition. Workers are responsible for providing bins and transport away from site for all waste.

Workers must clean up any spillages of oil or chemical substances etc. as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should chemicals, substance or oils etc. be allowed to pollute water courses, sewer and drains, In the event of accidental occurrence, the matter be reported to Engineering immediately.

At the completion of works by the Worker, the area must be left in a clean and tidy appearance suitable to a Hospital environment.

In clinical areas, Engineering must be notified to allow KH Housekeeping to perform a "Clinical Clean".

## **11 Licences and Other Work Related Competences**

Workers are required to be competent as it relates to the duties requested by Engineering Services. Inducted Workers must submit all applicable licenses, tickets, certifications, qualifications, etc. as required to perform Works. Copies must be provided at time of induction prior to commencing Work at Site to ensure compliance with current regulations.

## **12 Incident and Injury Reporting**

Katherine Hospital has a responsibility to provide a safe work environment for staff and Workers working on the KH campus and is required to comply with the Work Health and Safety (National Uniform Legislation) Act. Please review and be familiar with the requirements of this act prior to entering Site.

**Workers** are required to notify and report any and all incidents immediately to Engineering Services regardless of the perceived severity or lack thereof. This reporting information is required to be consistent with the Workers' legislative responsibilities and can be formatted with Company standard documentation. This information is to be reviewed by Engineering Management and Supervisors to ensure the root cause is determined and what additional controls if any can be put in place to prevent similar incidents from occurring in the future.

## **13 Inconvenience to Public and Occupants**

The Worker shall work in such a manner so as to avoid and reduce the inconvenience to persons occupying and visiting KH.

The Worker shall arrange the execution of works to minimise nuisance to the public and occupants of KH and to ensure the safety of occupied premises. Coordination with clinical staff is imperative and some cases may require after hours works if the service deems necessary.

The Worker shall not deviate from the access to work site included in the agreed Method of Working Plan without prior approval of the EM or its Supervisors.

## **14 Clothing**

All personnel undertaking work at the KH shall be dressed in a manner considered appropriate by the EM and possess all required PPE necessary to perform the task or activity at the Site.

The minimum standard of dress required is closed foot wear with steel cap (no thongs or sandals) this foot wear must be clean (no mud or concrete covered foot wear), clean shorts and shirt. The Worker is responsible to ensure proper PPE is utilized following the completion of the Job Safety Assessment consistent with applicable Standards.

Special clothing provided by KH must be worn in all sterile areas such as Operating Theatre, Intensive Care, and Special Care Nursery or as directed by clinical / nursing staff.

Hair must be suitably restrained and contained in some areas of the hospital. All hair will be covered to the satisfaction of the Management in areas where there is an infection risk or a food safety requirement.

## **15 Use of KH Workshops and / or Equipment**

Unless prior approval of the EM is given, the use of KH workshops and equipment is prohibited.

The Worker will be required to indemnify KH and associated stakeholders against any legal liability, loss, claim or proceedings for personal injury to or death of any person or damage to property arising from the use of the KH Workshop and/or equipment prior to approval being given.

## **16 Hazardous Substances**

Prior approval from the EM required when using hazardous substances.

Workers should take care when using hazardous substances.

Make sure that the Material Safety Data Sheet (MSDS) is available before using any hazardous substance.

Follow instructions given by manufacturer's MSDS concerning ventilation of the area and general use of these materials.

## **17 Smoke Detection and Fire Alarm Systems**

Prior to undertaking any work which may produce smoke, fumes, dust or heat the Worker shall ensure that Fire Alarm Systems are effectively isolated following the approval of the applicable permit.

For scheduled works, the Worker shall provide a minimum of 48 hours' notice to the EM or Supervisor of the requirement to isolate Fire Alarm Systems. Approval will be required prior to the isolation of these systems.

For after Hours Emergency requiring isolations, Fire Alarm Systems must be reactivated immediately on completion of the work.

Workers must review the specific requirements around program changes to any FIP and/or other programmable life safety system with the Engineering Manager. Programs are not allowed to be implemented on Friday's or prior to holidays unless specifically agreed by the Engineering Manager or authorized representative.

## **18 Fire Precautions**

Workers must comply with the "Interim Fire Safety Management Plan". Any real or perceived alteration to existing Life Safety Systems and/or emergency egress paths of travel must be approved by the Engineering Manager prior to commencing works.

Workers must familiarise themselves with the Hospital fire evacuation procedures and the appropriate assembly points.

Workers must not obstruct any firefighting equipment or fire exit and ensure that fire escape routes and fire service points are maintained free from obstruction at all times.

There is also routine testing of fire and security systems and testing of main ward block smoke spill systems. Workers should inquire as to the state of any testing prior to commencing Works at Site.

## 19 Restricted Areas

In most cases coordination with the Engineering Supervisor and the applicable clinical supervisor is sufficient for access approval. However Access is restricted to the following areas and requires approval of the EM or applicable Supervisor:

Operating Theatre

Birth Centre / Delivery Suites

Boiler House

Special Care Nursery

Mortuary

Central Sterilising Department

Pharmacy

Electrical Sub Station HV and LV *(Legislative/Standards framework to be adhered to).*

Plant Rooms

Laboratory/Pathology

## 20 Smoking

The KH Campus is considered to be a smoke free environment (refer to Tobacco Control Act 2003) with the exception of the designated smoking area located between Building 13 (Pathology) and Burnett Road.

Fines may apply for non-compliance.

## 21 Traffic Regulations

NT traffic regulations apply to the KH precincts. Parking restrictions are policed by Hospital Security Personnel and NT Police.

Any and all modifications to existing traffic controls or routes must be submitted and approved by the Engineering Manager or applicable Supervisor.

## 22 Car Parking

There is no guaranteed parking on-site for Workers and any designated parking areas require parking permits issued and registered at the Engineering Front Office. The use of these parking areas is at the sole discretion of the Engineering Manager and Supervisors.

These parking areas are to be used by Workers unloading equipment from their vehicles and Workers working from their vehicles. Apart from these two exceptions, Worker vehicles should be parked in designated public parking areas when not in use.

There is NO PARKING allowed in places other than designated parking areas. Penalties may apply.

## 23 Telephones, Mobile Phones and Two Way radios

In-house hospital telephone shall not be used by Workers except for contacting the EM or the Switchboard.

Two Way radios **MUST NOT BE USED** in areas of Katherine Hospital where this is indicated by signs. Workers will seek advice from EM before using two way radios.

## 24 Biohazard Injuries

Injuries where blood/body fluids from one person have entered tissue of another person are termed "Biohazard Injuries".

Although the hospital has policies designed to prevent or limit the occurrence of biohazard injuries, it is necessary to have a well-defined plan of action for when such an accident does occur.

All Biohazard Injuries are to be reported to EM immediately.

A "Needle Stick Injury" is a biohazard injury and should be reported and evaluated as soon as possible.

### Basic Four Steps to Report Bio-Hazard Injury

- Report to Emergency Department immediately in person
- Tell the Engineering Services Management immediately
- Phone details of accident to Infection Control through the Engineering Services Management.
- Report and record the incident.

## 25 Immunisations \* \* \* \* \*

It is a strongly recommendation and highly encouraged that personnel working in the hospital environment are aware of the need to maintain their OWN immunisations against Hepatitis 'A', Hepatitis 'B', 'Measles, Mumps and Rubella group' and Varicella (Chicken Pox).

Workers should consider an annual Influenza vaccination, maintaining current tetanus and whooping cough immunizations through consultation a health care professional.

Employers should be aware of the requirements for 'at risk' employees to be vaccinated (as above) in accordance with Chapter 3. Part 3.1, Clauses 32-38 of the Workplace Health and Safety, (National Uniform Legislation), Regulations of 2011.

## 26 Hygiene

A high standard of "work place" hygiene is required and in particular there shall be:

- An acceptable standard of rubbish disposal
- Regular removal of all rubbish to prevent rodent and insect infestations.
- Utilise the various Antiseptic Hand Rub and other hand hygiene products throughout the KH. Routine hand washing is good practice.

## 27 Use of Hand Tools

## 27.1 Electrically Powered

- Powered tools will be electrically sound and electrical components maintained to manufacturers specification. Refer to Section 6 for more details on testing and tagging of equipment.
- Tools shall be operated and maintained in accordance with the manufacturer's specifications and recommendations and be fit for purpose.
- Machine guards (where applicable) will remain in place for the duration of the use of the tool.
- All pneumatic or vibratory based tool functions should be avoided to minimize the noise impact on the clinical service. Diamond coated drill bits and other means should be explored in the first stage. Requests to Engineering will be reviewed and approved on need and merit.

## 27.2 Non Electrically Powered

- Tools for cutting will have cutting edges maintained for cutting minimum effort and maximum safety.
- All other tools shall be operated and maintained in accordance with the manufacturer's specifications and recommendations and be fit for purpose.

## 27.3 No explosive/powder actuated power tools shall be used on KH campus

## 28 Internal combustion engines

### Use of:

**Equipment utilising internal combustion engines is not to be used inside any building, near entrances, fresh air intakes, or any confined space, unless specifically authorized by the Engineering Services Manager.**

Approval will only be given if all of the following criteria are satisfied.

- No other means to carrying out the specific work activity with the duration minimized as far as reasonably practical.
- Exhaust emissions can be shown, not to be a hazard to workers or Hospital occupants. Exhaust system scrubbers for all equipment is required.
- Any additional fire risk is properly mitigated following required assessments. Including management of the fire detection system.
- No fuel stored within the building.
- Noise and vibration is minimized and does not impact the ability of clinicians to deliver the health service.

## 29 Food and Drink

No food or drink should be taken to or consumed in Plant Rooms with the exception of water containers. The Kiosk is situated in the main car park and provides meal and drink facilities if required. Workers should minimize their impact and demand on the Campus facilities which are intended for patients and other stakeholders.

## 30 Job Safety Analysis

Engineering Services require a Job Safety Analysis (JSA) for all work activities every

Job Safety Analysis (JSA) simply means looking at the work task and considering what is the safest way to complete it. It is a way of becoming aware of the hazards involved in doing the job and taking action to prevent an injury.

The JSA process is suitable for different trades do different tasks, and need not require enormous amounts of time or use endless pieces of paper.

Many tasks undertaken are done routinely and have probably been done the same way for years – sometimes safely, sometimes not. Before starting a task, it is essential to think of what is the safest and best way to do it. These JSA worksheets help in assessing the risks of doing the job.

Workers should follow these five Job Safety Analysis steps:

**Document the activity:** Assemble those involved in the activity and then, using the JSA worksheet, write down the tasks that make up the activity, step by step.

**Identify the hazards:** Next to each task, identify what part of the task may cause injury to those doing the work or to anyone else nearby.

**Document the control measures:** For each identified hazard, list the measures that need to be put in place to eliminate or minimise any likely risk of injury to those involved.

**Identify who is responsible:** Document the name of the person responsible for implementing the control measure.

**Monitor and review:** Make sure the activity is supervised to ensure the documented process is being followed. The JSA should be reviewed whenever a documented activity changes, personnel changes, or after the planned duration extends altering original assumptions or conditions.

The JSA provides a written record of the process to be used to proceed on a task. As it is a record that can be used in court, it should be signed off by the parties who have responsibility for the tasks.

The JSA is only a written record. Management processes must be in place to ensure workers have the skills to complete the job and there is a required level of supervision to ensure the tasks are completed as documented.

The JSA should be completed by all Workers involved in the activity, not just the principal Contractor or Supervisor.

If the Worker does not have a JSA form, use of a KH version is acceptable however requires review and approval by the Supervisor prior to work commencing.

If a Worker has their own JSA form that is equivalent then a copy of the JSA is to be made available to KH for record before the work activities commence.

## 31 Excavations and Trenches

All excavations over 150 mm in depth require an Approved “Excavation Permit” prior to commencing work.

All available as-constructed information should be reviewed and understood to ensure Workers are aware of the presence of underground utilities/services in the area prior to breaking ground.

Following this review it is imperative ground penetrating radar or other locate services be used to pinpoint all known and unknown services.

The Standards dictate minimum requirements for the use of mechanical equipment in and around live services. The use of “hydro-vac” techniques or hand digging is required in many cases.

Any trenches or pits must be flagged off to warn other people of their location and to prevent unauthorised entry. Excavations, trenches or pits exceeding 1.5 metres in depth must be supported with shoring where necessary.

Geotechnical engineering assessments and associated recommendations are required and should adhere to the applicable Standards when excavating to depths which must utilize specific benching or shoring techniques.

A competent person shall inspect the excavation at least once a day to ensure conditions are safe and lodge a written record of inspection.

## **32 Headphones or other hearing impairment**

The use of Devices which limit the ability of the Worker to hear at the Site shall not be used unless required to for protection as identified in the JSA.

## **33 Ceiling Tiles and Hatches**

Ceiling tiles, hatches, manholes, etc. opened during the course of work shall be replaced or closed whenever the site is to be unattended unless the Work areas are secured.

Workers shall take care to maintain the cleanliness and integrity of ceiling tiles, hatches, manholes, etc. and should restore to original condition prior to leaving the work area.

Disruption of ceiling tiles or hatches at the Site shall comply with existing Asbestos Removal Rules.

## **34 Penetrations**

Intrusions into floors may need Engineering/Structural/Fire certification. *Provide notice to engineering prior to performing any penetrations.*

Engineering require Workers to enable the inspection of areas where drilling or coring of walls, floors or ceilings are planned. All penetrations are to be sealed and fit for purpose (i.e. fire rated, acoustically treated, structural, etc.)

Record documentation can be made available from Engineering Management or Supervision and/or the Department of Infrastructure, Lands, and Planning.

## **35 Critical Air Conditioning Plant**

Workers shall maintain the operation of all air conditioning plant at all times unless isolations are approved via the permit to work process. Refer to section 1.6 for specific requirements.

## **36 Storage of Materials and Equipment**

No materials and / or equipment shall be left unattended at the Site. The Worker shall be responsible for the security of any such materials and/or equipment. Engineering is not liable for any damage or theft occurring at Site. Specific overnight storage requests will be assessed by Engineering Management as required.

The storage of flammable or hazardous materials shall not be permitted in KH buildings at any time. Workers are to maintain any and all applicable MSDS information and adhere to

manufacturer's requirements and the Standards supporting the use of any and all flammable and hazardous goods. Refer to section 11 and 17 for more details.

## 37 Compressed Air

When using compressed air, all couplings along the airline must be secured by the safety clips. This will reduce the potential for injury in the event of a failure of any of the couplings. Always wear safety glasses or goggles when using compressed air.

Compressed air is NOT to be used for cleaning clothing, or for hosing away dust from within the workplace.

The Workers are responsible for ensuring Equipment Safety Checks are completed prior to operating any and all equipment.

## 38 Work in Confined Spaces

Workers are required to comply with the NT Worksafe Code of Practice which can be reviewed on the internet. [http://www.worksafe.nt.gov.au/forms-resources/Documents/confined\\_spaces\\_cop.pdf](http://www.worksafe.nt.gov.au/forms-resources/Documents/confined_spaces_cop.pdf).

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, flues, chimneys, silos, containers, pressure vessels, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the WHS Regulations.

No Worker shall enter a confined space without an approved permit. If Workers are unsure of the classification of specific areas a Confined Space, consultation with Engineering is required. All Confined Space Entries shall be in accordance with AS/NZS 2865 (current version).

## 39 Hot Work

Workers are required to comply with the safe work Australia Code of Practice which can be reviewed on the internet at <http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/703/Welding%20ProcessesV2.pdf>

In addition to these requirements for all Hot Work activities the following conditions apply:

- Before commencing any flame cutting or arc/gas welding operation, the Worker shall complete a **Hot Work Permit** reviewed and approved by the Supervising Officer.
- Workers understand welding operations are not permitted in all areas of the hospital and issuance of a **Hot Work Permit** will be subject to this consideration. Hot Work will only take place in accordance with AS1674.3 (a welding standard).
- Compliance with Interim Fire Safety Management Plan is required.
- No fire door shall be wedged or chocked open at any time.
- No door to a vertical rising duct shall be left open whilst unattended.
- All electric hand tools, lights and the like must have earth leakage protection, and clearly indicate the last inspection date as per AS 3760.

## 40 Asbestos

Engineering Services and All Workers are required to comply with safe work Australia Codes of Practice including "How to Manage and Control Asbestos in the Workplace" [http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/625/How to Manage and Control Asbestos in the WorkplaceV3.pdf](http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/625/How%20to%20Manage%20and%20Control%20Asbestos%20in%20the%20WorkplaceV3.pdf)



And "How to Safely Remove Asbestos"

[http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/641/How to Safely Remove AsbestosV2.pdf](http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/641/How%20to%20Safely%20Remove%20AsbestosV2.pdf)

Below is a specific procedure to ensure clear communication between Engineering Services and Workers are maintained in relation to known Asbestos Hazards.

## **MANDATORY ASBESTOS MANAGEMENT PROCEDURE FOR WORKERS - KATHERINE HOSPITAL CAMPUS**

Prior to any works commencing, consultation with Engineering Services to review registered hazards at the Site and completion of associated risk assessments is mandatory in accordance with applicable Standards.

Engineering Services Management use best endeavours to inform Workers of hazards related to Asbestos containing materials in and around the Katherine Hospital Campus however it must be considered the information available is not necessarily all inclusive with Works at the Site potentially containing previously unidentified asbestos hazards.

Workers must take all care when completing Works with this known risk and in the event Workers identify suspicious material the following should occur prior to continuing Work activities:

- Cease work activities.
- Notify Engineering Management immediately
- Document suspected location of asbestos containing material
- Follow instructions of Engineering Management to ensure exposure is limited as far as reasonably practical until confirmation of materials present can be determined whereas additional actions may be required.

Workers shall advise Engineering Services Management of the scheduled duration for completion of asbestos removal or works in an asbestos contaminated area.

Engineering require the following:

- Only NATA accredited asbestos testing facilities are to be utilized.
- Companies must be registered with NT Worksafe with verified suitable licensure for the removal etc. of Class A or B Asbestos as required for the specific work activity.
- Assessors, Consultants, and occupational hygienists are required to facilitate risk assessments and independent inspections of work activities to be completed by removalists.
- Ensure all other plant/equipment/PPE required for working in an area where asbestos has been identified is on site and readily available prior to works commencing.
- Inspections of the barriers and hepa filtered negative air equipment setup are required by Engineering Management prior to commencing works.
- Disposal/De-Contamination of contaminated materials, equipment, tools, Workers, etc. must be done by approved methods.

- All disposal receipts from accepting facility to be provided at the completion of the works.

Record documentation from the assessor and the removalist are required including but not limited to clearance certificates accompanied with the following:

- Floor Plan identifying areas cleared of asbestos.
- Location of permanent/temporary barriers in place between contaminated and cleared areas including any required maintenance or routine inspection process.
- Update of on-site asbestos register.

Workers shall comply with all applicable Standards.

Notify Engineering Services Management of any concerns, issues, incidents, etc. immediately as required.

If emergency access is required to ceiling spaces after hours, please contact Engineering Services Management, who will provide further direction in accordance with this procedure.

## **ATTENTION Workers/Tradespersons**

### **ASBESTOS ALERT**

Due to the age of the Katherine Hospital (KH), materials containing asbestos are present in many locations throughout the hospital, surround buildings, associated site, and underground services. Historically asbestos was used in a wide number of products due to its excellent thermal, acoustic and mechanical properties. Until the mid-1980s, asbestos was commonly used in asbestos cement sheeting (fibro), some vinyl floor tiles, fibro water, drainage and flue pipes, roofing and guttering and flexible building boards (e.g. Villaboard, Hardiflex, etc.). Although some asbestos materials have been removed from KH, there are still some building products remaining that contain asbestos materials.

Materials containing asbestos will not usually release asbestos fibres unless disturbed or damaged. Asbestos fibres can cause asbestosis, lung cancer and mesothelioma. Symptoms may take anywhere from 25 to 50 years to become evident.

Areas that have been confirmed to contain asbestos materials have been appropriately labelled. However there remain many unidentified areas of KH that still contain asbestos materials. Positive identification of asbestos is dependent upon analysis undertaken by a National Association of Testing Authorities (NATA) laboratory. If in doubt, assume asbestos is present and take the necessary precautions.

If you are unsure about the presence of asbestos ask Engineering Services or check with your Project Manager. **If in doubt – assume it contains asbestos.**

To avoid placing yourself and others at risk from asbestos exposure when performing work at KH the following safety precautions are recommended:

- **Do not use power tools** – Asbestos fibres can be released if power tools are used. Hand powered tools should be used as they generate less dust. Low speed battery operated drills are acceptable.

- **Do not water blast or scrub with a stiff broom** – It is illegal to water blast asbestos-containing materials. Don't dust, sweep or vacuum debris that may contain asbestos.
- **Avoid drilling or cutting** – If infrequently a hole is required, keep surface wet using a fine mist of water containing a few drops of detergent to minimise dust release. Mask the area with tape, use a non-powered drill and wear a P2 cartridge type particulate respirator or half-face disposable mask.
- **Encapsulate any exposed areas** – Use a spray paint or a PVA glue mixture to seal in fibres where asbestos containing materials may have been exposed.
- **Minimise exposure to others** – Close doors and windows to limit the spread of any dust. Consult with others in the area and ensure that people are kept out of the area. Use a containment cell to prevent dust contaminating other areas.

For more information .... phone NT Worksafe > 1800 019 115

[www.asbestos.nt.gov.au](http://www.asbestos.nt.gov.au)

## 41 All Plant room Doors

No plant room doors are to be chocked open, or left open or unlocked at any time whilst unattended.

## 42 Working at Heights

Engineering Services and all Workers are required to comply with the “Managing the Risk of Falls at Workplaces” Code of Practice provided by safe work Australia.

[http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/632/Managing\\_the\\_Risk\\_of\\_Falls\\_at\\_Workplaces1.pdf](http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/632/Managing_the_Risk_of_Falls_at_Workplaces1.pdf)

For activities involving permanent fixtures Engineering Services will provide site specific information on suitable anchoring points, access locations, and other means in which to complete work activities at height.

If possible all work activities which are able to be performed at ground level should be.

Ladder safety and requirements are addressed in the Code of Practice.

Upon completion of the Work Authorization Form, any high risk activity in relation to “Working at Heights” may require a job specific Height Safety Plan. Examples include but are not limited to elevated work positions on exterior walls (such as flood lighting on the ends of the MWB) and access to building roofs, where engineered controls are not present.

This plan will not be inconsistent with AS1891-4 series and related Standards for portable scaffolding, fall arrest and track systems, engineer rated anchor points.

## 43 Workers Children

Workers are not to bring children on site to a designated work area, nor are children to be utilised on site for purposes of assisting with the works.

## 44 Animals

Workers are not to bring animals (eg. dogs) on site with them. This includes animals left in vehicles, on utility tray-backs or tied to vehicles.

## 45 Sunburn and Skin Cancer

Burns to the skin are the most common effects of over exposure to the sun. Continued or prolonged exposure to the sun may lead to the formation of skin cancers.

In order to reduce the likelihood of sunburn as well as the possibilities of preventable skin cancers, the following procedures should be adopted, whilst you are working in an outside environment.

Wear a hat with a broad brim.

When working outside, keep your skin covered by clothing. Sleeves should be rolled down. Collars protect the skin on the back of the neck.

Where the skin is exposed to the sun, use a broad spectrum +15 or greater (+30) type of Sunscreen. Make sure the face, neck, arms and any other exposed parts are fully covered. Repeat application of sunscreen every two hours, or more frequently if sweating profusely.

## **46 Building Management System**

The majority of the plant around the hospital is controlled and/or monitored by a centralised BMS configured to detect and alarm on abnormal plant conditions. It is essential that Workers do not indiscriminately switch plant on or off anywhere in the hospital without prior consultation with the EM and filling out the BMS Diary.

Workers are required to notify the EM upon completion of the work involving mechanical plant, as once stopped, plant can only be started from the Engineering Services Administration Office and all alarm suppressions must be removed.

Approved

**Allen Story**

KH Engineering Manager