Contractor Induction Manual
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Introduction

The scope of this manual is to formally provide and induct all Contractors and Suppliers who are engaged under a contract, casual or non contract basis providing services to Dental Health Services Victoria.

Adherence to Environmental Health & Safety policies is mandatory in order to work safely in this unique environment.

It is envisaged that in most cases the Contractor (being a specialist and regularly performing such contracted duties) will have their own accredited work safety standards which shall be used, subject to them meeting or exceeding the hospitals policies detailed in this manual.

Fundamentally underpinning the Hospitals approach to staff safety policy is a commitment to the hierarchy of ‘risk controls’. An activity or issue should be assessed / addressed to ensure the safest possible working environment.

The ‘Hierarchy of Risk Controls’ consists of:

- Elimination (wherever possible)
- Substitution
- Engineering solutions
- Administrative
- Personal Protective Equipment

Facilities Management staff are available to assist in assessing appropriately acceptable options.

Remember:-

IF IN DOUBT? - ASK!
Environment

**RDHM – Hospital**

Contractors are reminded that as a teaching Hospital, the following groups occupy the building daily and are not necessarily anticipating engineering or maintenance support activities occurring:

- Hospital staff, including clinical, administrative and engineering staff,
- Patients and visitors to the hospital, including children and the disabled
- Students, Teachers & Lecturers

**Smoke Free / Sexual Harassment**

The Hospital building and Grounds operate as a Smoke Free environment. Smoking must not occur on the premises or adjacent to an entry door or air intake.

Sexual Harassment of Hospital Staff or Patients will not be tolerated.

**Security Passes**

Services Contractors will be issued with contractor Identification passes available from the facilities office during normal hours or from security staff after hours.

Identification Passes may be worn in several locations on the body given safety considerations and personal comfort considerations when working.

However these passes must be visibly displayed at all times when on the Hospital site. Non-conformance may mean removal from the Hospital premises.

**Accidents & Incidents**

Any accident or incidents which occur on the Hospital premises should immediately be reported to the Facilities Management team.

Copies of all paperwork submitted to the Victorian WorkCover Authority must be provided to the Facilities Management Team as soon as practicable.

Basic first aid assistance is available (see first aid for other procedures)
Hazardous Materials and or Dangerous Goods

Hazardous Materials exist in many different forms, with many products becoming hazardous or volatile under specific changed conditions.

Contractors shall be aware of this and use caution when working in the Hospital environment.

Some potential Hazardous Materials are:
- Sharps (including dental hand tools)
- Medical gases (including oxygen)
- Cleaning solutions (Miltons Sodium Hydroxide)
- Infectious waste

Material Safety Data Sheet

Prior to any chemical compounds, oils solvents etc, being used for the first time at the Hospital by a Contractor the applicable Material Safety Data sheet must be submitted to Facilities Management staff.

In certain instances a chemical, may either be prohibited from use at RDHM or require application out of hours due to its odour.

First Aid

First aid medical treatment is not provided within the Hospital as no Medical Practitioners are available.

Conditions requiring more advanced assistance shall be referred to:

Metropolitan Medical Centres, Carlton:
Level 1, Lygon Court Shopping Centre
380 Lygon Street, Carlton Vic 3053
Telephone 9347 7711 prior to attending

Or

via Ambulance on 000 (if using internal telephone please dial 0 000)

Royal Melbourne Hospital – Emergency Department
Corner: Royal Parade & Grattan Street - Parkville
(Telephone 9342 7000)
Site Attendance, Access

All Contractors attending the Hospital premises must attend the offices of Facilities Management on the ground floor and register their attendance on site by signing the contractor register. On completion a departure signature and time of departure is also required.

Service reports and or essential services maintenance checklists should not be given to security unless the Facilities office is unattended.

The control of visitors on site via signing in / out will assist in accounting for all personnel in the event of an evacuation and assist in verifying routine maintenance attendance and payment.

ID’s, prox passes and keys must be retuned after each access visit and cannot be kept overnight.

After hours work must be pre-arranged and prior consent must be given by Facilities Management.

Instructions

The Contractor will not take orders from any person other than from RDHM – Facilities Section staff members.

Any variation performed without instruction from Facilities manager or representative will not be paid for.

Contractors are not expected to respond to medical emergency calls, however shall comply with all other calls and evacuations, as directed by general hospital staff.

Trade Access

Contractors are to use the Lynch Street service entrance at all times when entering the building with tools or equipment.

Site Induction

All Contractors must be inducted by RDHM prior to the commencement of any works.

The Contractor is responsible for inducting his own employees and sub-contracted labour using the Online Hospital Induction process.

All inductees must complete the form at the back of this booklet confirming an induction has taken place.
All Contractors are required to provide the following documentation prior to commencing any works:

- Your company certificates of currency for:
  - Public Liability Insurance $10,000,000 cover.
  - Superannuation funds payment scheme.
  - Work cover policy.

In addition to the above, copies of the following paperwork for all personnel allocated to work on this site:

- Trade Certificates (of individuals) i.e. plumbers, electricians, builders etc...
- Current industry registration papers where licensing or registration of that trade is required with an industry body, i.e.: PIRB, OCEI, Building Practitioners Board etc.
- Any other current certificates or tickets which license the individual to perform a given or set task as part of their service / installation role.

**Infection Control**

All contractors must adhere to the infection control procedures in place at the hospital.

The document (Infection Control Principles) which is available in the facilities office details the standards expected at the hospital at all times.

This document details the various forms of dangerous organisms found in hospitals and how the risks can be mitigated, if there are any concerns on the type of work being performed a risk assessment or JSA must be completed and consultation with the Facilities office must be undertaken prior to the commencement of any work.

**Emergency Evacuations**

 Contractors are obligated to adhere to hospital evacuation procedures and participate in any drills as may be required.

All instructions received from evacuation wardens shall be complied with.

Evacuations (Code Orange) may occur for the following reasons:

- Fire or Smoke – Code Red
- Bomb Threat – Code Purple
- Medical Emergency – Code Blue
- Any other Emergency

A copy of the Hospital Emergency Evacuation Procedure is contained in the Appendix of this manual. An Emergency Colour Code Guide is printed on the back of all contractor ID cards.
Public Telephones

Public Telephones are available in the lift foyer on Ground Floor.

Contact Telephone Numbers

Key Hospital contact telephone numbers:-

<table>
<thead>
<tr>
<th>Contact point</th>
<th>Telephone No</th>
<th>Mobile / Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Switchboard</td>
<td>9341 1000</td>
<td></td>
</tr>
<tr>
<td>Facilities Section Office</td>
<td>9341 1349</td>
<td>9341 1355 (fax)</td>
</tr>
<tr>
<td>Facilities Manager - RDHM</td>
<td>9341 1353</td>
<td>0407 098 868</td>
</tr>
<tr>
<td>Facilities Coordinator</td>
<td>9341 1352</td>
<td>0408 511 474</td>
</tr>
<tr>
<td>Security</td>
<td>9341 1002</td>
<td></td>
</tr>
</tbody>
</table>

During normal hours (08:30 – 16:30 Mon - Fri) emergency calls to the switchboard can be made on any internal phone by dialling extension 1222 and talking to the operator.
(If using a mobile phone please dial 9341 1222)

Outside normal hours please dial 000 (or 0 000 if using an internal phone) to contact emergency services.

You must advise security staff immediately afterwards if you have directly requested the assistance of emergency services.
Operational

Standard Hours of Operation

The Facility is open from 7.00am until 9.15pm Monday to Friday  
From 8.45am on weekends and Public Holidays.

Patient’s treatment hours vary with clinics and the time of the year. The  
Facilities Office can advise.

The Facilities Office is open from 08:00 till 16:30pm Monday to Friday

Loading Dock

The Royal Dental Hospital operates a shared, un-staffed, loading dock facility  
with the Royal Women’s Hospital.

It is therefore imperative that all deliveries are by arrangement

No responsibility will be taken for goods left unattended in the loading dock  
area.

Storage of Materials

The storage of materials at the Hospital is not recommended. Any storage  
requirements must be done via negotiation with the Facilities Management  
Team.

Use of Hospital Facilities, Electricity, Water & Telephone

Contractors may use Hospital Facilities by arrangement with Facilities  
Management staff.

The Hospital will provide reasonable access to single phase electricity outlets.  
Supply and correct use of residual current devices will be the responsibility of  
the Contractor.

Reasonable usage of water will be supplied without cost.

No telephone or facsimile services will be provided. Contractors are to note  
that mobile telephones may not to be permitted for use within signed areas  
of the Hospital. There are public telephones located on the ground floor  
foyer.
**DSU & CSSD Level 4**

When working in these areas on level 4 the appropriate clinical clothing must be worn at all times. The clothing can be found at various entry points to these departments.

**Quarantine Level 6 (PC2)**

Maintenance room number 6.706 is a quarantine area. Any works undertaken in this area must be by prior arrangement; there is no free access to this room. Access will not be granted to this area unless appropriate permissions are given and work planning is approved.

**Care of Existing Property**

Contractors (direct or sub-contract labour) found to have maliciously damaged existing Hospital property will be charged for the repair costs and may have their contract terminated.

**Noise & Dust**

As the facility is a working Hospital, consideration shall be given at all times in an effort to minimise noise and dust. Works creating these hazards must be planned/organised in liaison with the Facilities Management Team.

The drilling of any structure shall occur out of hours.

Radios or other personal audio equipment are prohibited.

**Cleaning**

The Contractor will be responsible for the cleaning up of the work area both during and at the completion of works

Hospital materials and equipment will not be made available for this purpose.

Contractors are to adhere to clinical procedures when visiting sterile environments.

**Security**

Identification passes issued to Contractors (direct and subcontract labour) must be displayed at all times on the Hospital premises.

Security staff is on site from 06:30 – 23:00 hours.

Additional security arrangements are required for works taking place outside these hours.
Car Parking

Very limited car parking is available on the Hospital site for Contractor vehicles. Several commercial car parks exist in the vicinity of the Hospital offering long term parking.

Lynch Street, (one way traffic from Cardigan Street) offers an area for the setting down and collection of Contractors tools & materials ONLY.

Contractor’s vehicles found to be parked overtime, or in disabled parking bays may be removed from site. Recovery of vehicles will be at the owner’s expense.

If utilising on site parking bays, registration details must be detailed in the contractor register in the Facilities office.

Work Performance

Electrical Safety

- Only appropriately qualified personnel are to work on electrical equipment and installations.
- All equipment must be electrically safety tested and tagged as having been checked for correct operation per the items usage (only by qualified personnel).
- Routable earth leakage protection must be supplied and used.
- Double adaptors and ‘stackable’ adaptor fittings are not permitted.
- All leads shall be kept off the ground / floor (but shall not be suspended at a height to cause physical impediment.
- Leads shall not be connected to metal building fixtures.
- Damaged leads / flexes must not be used.
- Disconnect appliances before making any adjustment or replacing bits, wheels or disks etc.
Working at Heights

Working at heights is a major risk to health in the Construction and Engineering Services industries. Death by falling is one of the major contributing factors to workplace accidents.

Additional care and awareness of surroundings and circumstances is required when working at heights.

Care to not over reach, or over step the ladder / platform is essential. Always alight and reposition, if reach is not comfortably achievable.

Adherence to OH&S (Prevention of Falls) regulations 2003 is required where the potential to fall >2m exists.

A Work Method Statement (WMS) should be used to specify how an activity will be performed using steps on ladders.

Fixed attic ladders are used to access (3) mezzanine plant platforms. The Facilities Management office has plant room entry notes & safe work Procedures which are to be adhered to.

Ladders shall include steps.

- Ladders must be positioned at the correct angle of 1 to 4 (depth to height). Where possible, (Steps should be used in preference to ladders as they are self supporting).

- Ladders should be of sufficient length to protrude 1000mm past the point of support.

- Never use the top three steps of a set of steps.

- Never use a metal or Aluminium ladder / steps for any electrical work, or near electricity (overhead lines etc).

- Do not use a ladder which has obvious signs of damage.

- Always face the ladder and use two hands when climbing both up and down the ladder.
Scaffolds:

Scaffolding and accessories must be erected to comply with statutory regulations and codes of practice. Only trained personnel are permitted to assemble scaffolding.

- Scaffolding must be complete with all handrails, step-ups, kick rails etc. in position before use.

- Mixing of components between scaffold systems is prohibited.

The use of safety harnesses external to the building is mandatory, and the Hospital is fitted with approximately 130 harness connection points. (Access available from the roof top). Facilities Management office has Procedures for use available for reference prior to using the harness points.

**Plant / Equipment Operation**

Plant rooms are signed with mandatory and cautionary warning signs. These signs shall be adhered too.

Plant operation and maintenance shall only be carried out by appropriately trained and experienced staff.

All plant is to be isolated prior to work commencing, where this is not possible or where plant must be entered (i.e. Air Handing Unit), a ‘Buddy system’ of a second person remaining outside, but in communication with the repairer is to occur.

Ensure appropriate information is entered in to the contractor log book at each visit. The log book is located in Plant room 7.2 (MRN 7.503) on Level 7.

**Lock out of Services**

Arrangements for isolation of or disruption to building services **must** be made prior to commencement of works.

All Contractors are responsible for the management of their works and the potential impact on the fire detection system. (i.e. Smoke and thermal detection both exposed and concealed).

**Any false call outs by the fire brigade will be charged to the offending contractor.**

The Facilities Management Section can isolate/de-isolate zones on request.
Manual Handling

The Hospital operates a policy of ‘No manual Lifting’.

Contractors should adhere to this policy where possible, or follow relevant Manual Handing codes of practice.

Site Protection, Barricades & Materials Transportation

The Contractor shall supply a ‘guide’ to work solely as a ‘spotter’ if it is not appropriate to barricade off public access ways and corridors (giving due consideration to the Emergency exit path route), or when access requirements are short term or spasmodic.

Pits shall never be left open and must always be barricaded off.

Performance of the Work

All contracted labour (direct or sub contract) shall perform their duties in a considered, tradesman like fashion, complying with industry best practice for the duty.

Contractually, the scope of the works, specified in writing and drawings (but not limited these) must be met, unless otherwise agreed in writing.

All applicable laws, legislation, acts, regulations, codes of practice and standards shall be adhered to during the performance of the works.

Defective Work

Works found to be incomplete will not be paid for until satisfactorily completed.
Defective work shall be repaired as soon as possible after it was identified to be defective.

If the installing contractor is not able or willing to repair this work within a reasonable timeframe determined by DHSV, DHSV will undertake to have it rectified and will contra charge the rectification costs and a 20 % Administration fee against the Contract amount.
**As-Built Documentation**

As built documentation for the building services and construction drawings for the structure are available for information only. Inspection can be arranged through the Facilities Management Office.

While all reasonable care is taken in the collection of these documents, their accuracy is not guaranteed, and no loss, physical or financial will be entertained.

Contractors should not solely rely on As-Built documentation for accuracy of building layout.

**Fume Cupboard Clearances**

A Fume Cupboard Clearance form, signed by the Laboratory Manager, should be obtained prior to commencing any work on Fume Cupboards; this should ensure works are appropriately safe.

Work may not commence if this document is not obtained.

**Radiation Safety**

When working in the clinical environment, Contractors should ensure they remain clear of the 2m radius of any x-ray machine head being used. Contractors are not to discharge the x-ray machine without authorisation from clinical staff and only if qualified to do so.

A radiation safety zone exists on the level 7. Please see Facilities Management staff if further information is required.

Contractors shall adhere to the warning signage before exiting on to the roof top.

**Risk Assessment Model – Work Method Statements**

Included in the appendix is the minimum Risk Assessment proforma and Work Method Statement documents for use. Facilities may request a work method statement or JSA to be supplied prior to any work that is to be undertaken by any contractor.

Risk Assessment, 2 dimensional or 3 dimensional models are acceptable for use.
Appendix

Risk Assessment Proforma - Work Method Statement
Fume Cupboard Clearances Form
Work Permit – Hazardous Materials
Work Permit – Hot Work
Lockout Request - Form
Access Impact - Notice
Declaration of Induction – Original to be returned to RDHM
Emergency Procedures for Patients & Visitors
Risk Assessment Proforma

Information on Activity

Activity:  
Location:  
Identified by:  Date:  
Identified hazard:  

Risk Analysis

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>1 Insignificant</th>
<th>2 Minor</th>
<th>3 Moderate</th>
<th>4 Major</th>
<th>5 Catastrophic</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Almost Certain</td>
<td>H</td>
<td>H</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>B Likely</td>
<td>M</td>
<td>H</td>
<td>H</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>C Possible</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>D Unlikely</td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>E</td>
</tr>
<tr>
<td>E Rare</td>
<td>L</td>
<td>L</td>
<td>M</td>
<td>H</td>
<td>H</td>
</tr>
</tbody>
</table>

**Consequences**

**Hierarchy of Risk Control**

- **Elimination** is a permanent solution & should be attempted in the first instance.
- **Substitution** involves replacing the hazard or environmental aspect with a lower risk control measure.
- **Engineering controls** involve physical barriers or structural changes to the environment or processes.
- **Administrative controls** reduce hazard by altering procedures and providing instructions.
- **Personal Protective Equipment** is the lowest control, typically a temporary measure or last resort.

Legend:

- **E** Extreme / Significant risk, immediate action required. Must be managed with a detailed plan, by senior DHSV staff.
- **H** High risk, Detailed research and management planning required.
- **M** Moderate risk, management by specific monitoring or procedures.
- **L** Low risk, manage manage by routine procedures.

Outcome:

**Actions to be taken to control risks:**

<table>
<thead>
<tr>
<th>Persons assessing the risk:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized by:</td>
<td>Date:</td>
</tr>
<tr>
<td>Work Performed by:</td>
<td>Commencing</td>
</tr>
<tr>
<td>Work Completed by:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Fume Cupboard Clearances Form

Siting of Fume Cupboard & / or Ductwork:

| Site Location | Royal Dental Hospital  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>720 Swanston Street Carlton VIC 3053</td>
</tr>
<tr>
<td>Fume Cupboard Location:</td>
<td>Level</td>
</tr>
<tr>
<td>Room:</td>
<td></td>
</tr>
<tr>
<td>Identification (Cabinet Number)</td>
<td></td>
</tr>
</tbody>
</table>

Works Performed by:

| Company Name: | |
| Company Telephone No.: | |
| Contractor Name | |

Authorized Person:

(Laboratory Manager Only) to complete and sign this authorization prior to any work commencing.

| Authorized Persons: (Print Name) | |
| Permit valid from: | |
| Permit Valid to: | |

- The authorized person (as named herewith and signed) shall ensure that no experiments or use of the Fume Cupboard occurs during the permit valid time.
  - This shall extend to all ‘common’ Fume Cupboards if common exhaust ducting has been utilised in the installation
- All materials in the Fume Cupboard have been contained so no emission will occur
- The Fume Cupboard has been fully decontaminated from all materials potentially harmful to human life. Including radioactive substances.
- All containers are to be removed from within the cabinet
- Where Perchloric Acid has been used in the Fume Cupboard (or acid digestion Fume Cupboards) all internal surfaces of the entire exhaust system shall be washed by means of gentle but copious quantities of water sprayed over 24 hours. Non Ferrous tools should be avoided and wherever possible impact tools avoided.
- Where possible the Fume Cupboard should be run for 1 hr after chemical clearance, to clear the ductwork of any exhaust.

Special Precautions Required: (working with duct or extraction fan / motor, etc)

Sign Offs:

| I’m satisfied the conditions of this Permit have been met | |
| Authorised Person Signature: | Date: |
| Inspection / Works when completed | Date: |
| Service Contractor Signature: | Date: |
| Service Contractor Name (Print) | Date: |
**Work Permit – Hazardous Materials**

**WO**

<table>
<thead>
<tr>
<th>DESCRIPTION of HAZARDOUS MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos</td>
</tr>
</tbody>
</table>

**Lead** | **Radioactive Source**  
**Other**

**LOCATION of WORK**

**NATURE of WORK**

**WHO WILL BE CARRIEING OUT THE WORK**

**WORK PERMIT PROCEDURES**

I HAVE CHECKED THE LOCATION WHERE THIS WORK IS TO BE CARRIED OUT AND I AM SATISFIED THAT ALL REASONABLE SAFETY PRECAUTIONS ARE BEING UNDERTAKEN.

NAME __________________________ SIGNATURE __________________________ DATE __________

I HAVE READ AND UNDERSTOOD THE REQUIREMENTS OF THIS PERMIT AND I UNDERTAKE TO WORK IN ACCORDANCE WITH THESE REQUIREMENTS.

NAME __________________________ SIGNATURE __________________________ DATE __________

**HAZARDOUS MATERIALS WORK COMPLETION**

I HAVE CARRIED OUT THE WORK REQUESTED ON THIS HAZARDOUS MATERIALS WORK PERMIT and I AM SATISFIED THAT THIS WORK HAS BEEN COMPLETED IN ACCORDANCE WITH THE CONDITIONS OF THE WORK PERMIT AND TO A SATISFACTORY STANDARD.

NAME ___________________________ SIGNATURE __________________________ DATE ___________ RDHM Engineering Staff / Contractor

**EVALUATION of WORK**

**ACTUAL** | **DATES** | **THAT WORK WAS CARRIED OUT**
---|---|---

I AM SATISFIED THAT THE WORK HAS BEEN COMPLETED IN ACCORDANCE WITH THIS WORK PERMIT and THAT THE AREA HAS BEEN CLEANED TO THE REQUIRED STANDARD. THE AIR TEST RESULTS (where applicable) and THE FINAL INSPECTION CONFIRM THAT THE AREA CAN BE SAFELY RE-OCCUPIED

Facilities Manager - RDHM (or Delegate) __________ Date __________

Details of any Monitoring Reports or Clearance Certificates issued as a result of this work:

**Monitoring will / will not / be required for this work**

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Work Permit – Hot Work

Work Order No. WO

LOCATION of WORK

NATURE of WORK

WHO WILL BE CARRYING OUT THE WORK

WORK PERMIT PROCEDURES

Fire detection equipment (Detectors have been isolated.

Appropriate 9 Kg portable fire extinguisher is located adjacent to the hot work being performed

Access to around the works has been isolated

I HAVE CHECKED THE LOCATION WHERE THIS WORK IS TO BE CARRIED OUT AND I AM SATISFIED THAT ALL REASONABLE SAFETY PRECAUTIONS ARE BEING UNDERTAKEN.

NAME _________________________ SIGNATURE ____________________________ DATE __________

I HAVE READ AND UNDERSTOOD THE REQUIREMENTS OF THIS PERMIT AND I UNDERTAKE TO WORK IN ACCORDANCE WITH THESE REQUIREMENTS.

NAME _________________________ SIGNATURE ___________________________ DATE___________

HOT WORK COMPLETION

I HAVE CARRIED OUT THE WORK REQUESTED ON THIS HOT WORK PERMIT AND I AM SATISFIED THAT THIS WORK HAS BEEN COMPLETED IN ACCORDANCE WITH THE CONDITIONS OF THE WORK PERMIT AND TO A SATISFACTORY STANDARD.

NAME ________________________________________________ RDHM Engineering Staff / Contractor

SIGNATURE ___________________________________________ DATE  _______________________

EVALUATION of WORK

ACTUAL DATES THAT WORK WAS CARRIED OUT ____________________________________________

I AM SATISFIED THAT THE WORK HAS BEEN COMPLETED IN ACCORDANCE WITH THIS WORK PERMIT and THAT THE AREA HAS BEEN CLEANED TO THE REQUIRED STANDARD. THE FINAL INSPECTION, CARRIED OUT 2 Hours AFTER WORKS CONCLUDED CONFIRM THAT THE AREA IS NOT A FIRE RISK

Facilities Manager - RDHM (or Delegate)  Date
# Lockout Request

## Works Performed by:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Contractor Name</td>
<td></td>
</tr>
<tr>
<td>Contractor Mobile Telephone No.</td>
<td></td>
</tr>
</tbody>
</table>

## Service / System Isolation:

<table>
<thead>
<tr>
<th>Service or System</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td></td>
</tr>
<tr>
<td>Level / Floor</td>
<td></td>
</tr>
<tr>
<td>Zone</td>
<td></td>
</tr>
<tr>
<td>Room</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td></td>
</tr>
</tbody>
</table>

### Scope:
(Why does this Service need to be isolated?, explain below:-)

## Estimated Durations:

<table>
<thead>
<tr>
<th>Lockout to Commence from:</th>
<th>Date:</th>
<th>Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate time Lockout is to Conclude&gt;&gt;</td>
<td>Date:</td>
<td>Time:</td>
</tr>
</tbody>
</table>

## Authorized Person:
(Authorized DHSV Personnel Only) to complete and sign this authorization prior to any work commencing.

**I HEREWITH ACKNOWLAGE THE LOCKOUT REQEST MADE TO ISOLATE SERVICES DETAILED ABOVE**

<table>
<thead>
<tr>
<th>Authorized Persons: (Signature)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Persons: (Print Name)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

## Post Works Completion:

**I AM SATISFIED THAT THE WORK HAS BEEN COMPLETED IN ACCORDANCE WITH THIS LOCKOUT REQUEST and THAT THE SERVICES CAN BE RETURNED TO OPERATION FOLLOWING FINAL INSPECTION.**

<table>
<thead>
<tr>
<th>Authorized Persons: (Signature)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Persons: (Print Name)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>
# Access Impact - Notice

## Works Performed by:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Telephone No.</td>
<td></td>
</tr>
<tr>
<td>Contractor Name</td>
<td></td>
</tr>
<tr>
<td>Contractor Mobile Telephone No.</td>
<td></td>
</tr>
</tbody>
</table>

## Work Location / Final Destination:

<table>
<thead>
<tr>
<th>Building (North or South)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Level / Floor</td>
<td></td>
</tr>
<tr>
<td>Room / Area Name / Number</td>
<td></td>
</tr>
</tbody>
</table>

## Travel Route:

<table>
<thead>
<tr>
<th>Entry Point @ Ground</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Corridor</td>
<td></td>
</tr>
<tr>
<td>Lift Access / Stair Access</td>
<td></td>
</tr>
<tr>
<td>Corridor</td>
<td></td>
</tr>
</tbody>
</table>

## Emergency Exit Path Impact:

<table>
<thead>
<tr>
<th>Does the above route impact on sole means of emergency escape?</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>What action has been taken to prevent sole escape path from being blocked? (Describe action below)</td>
<td></td>
</tr>
</tbody>
</table>

## Estimated Durations:

- **To Commence**
  - Date:   
  - Time:   
- Approximate access route will **Cease**
  - Date:   
  - Time:   

## Authorized Person:

(Authorized DHSV Personnel Only) to complete and sign this authorization prior to any work commencing.

<table>
<thead>
<tr>
<th>Authorized Persons: (Signature)</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time:</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Persons: (Print Name)</th>
<th>CONCLUDING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Time:</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

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**Declaration of Induction – Original to be returned to RDHM**

I acknowledge receipt of the Royal Dental Hospital Melbourne ‘Induction Manual for Contractors and Suppliers to – RDHM’

I understand that being an inducted contractor of the RDHM does not guarantee me work or right of supply.

I hereby agree to follow the rules and procedures stated within this manual. With the desire to achieve a Safe and harmonious working environment.

I understand that while I may have been inducted, It is my responsibility to induct all other employees, Sub contractors, workers, casual & delivery staff in these rules, as part of my contract obligations.

**Declaration:**

Inductees Name in Full: _____________________________________

Job Title: _____________________________________

Employer Name: _____________________________________

Employer ABN Number: _____________________________________

Date of Induction Meeting: _____________________________________

Signature of Inductee: _____________________________________

Has the Organisation you represent ever been or is currently pending prosecution by WorkCover for an EH&S breach? Yes / No

If yes, what year was the decision made? .................................................................

Contact in case of emergency:

................................................................. .................................................................
Name Number

Royal Dental Hospital representative:

................................................................. ................................................................. ....../......./.....
Name Signature Date

Please ENSURE this form is SIGNED prior to RETURNING it to DHSV Facilities office.
Emergency Procedures for Patients & Visitors

Patients and visitors to the Royal Dental Hospital of Melbourne are asked to carefully read the following instructions in case of an emergency.

In the event of an emergency, DO NOT PANIC, remain calm and follow instructions.

The Dental Hospital’s emergency procedures follow the Australian Standards colour coding system.

Should an emergency occur, an announcement will be made and repeated via the overhead speakers stating the type of emergency.

During business hours, wardens wearing yellow or red hard hats will issue instructions on each floor.

YOUR POTENTIAL INVOLVEMENT:

Remember DO NOT PANIC and DO NOT EVACUATE until you are told to do so by a warden or by an automated message.

Fire / smoke is a serious threat to human life. If you see either fire or smoke, report it by:

- breaking glass alarms and
- notifying a staff member.

The Dental Hospital is fitted with sprinklers, smoke detectors and an emergency warning information system.

In the event of fire, two different tones, increasing in volume, will be heard in conjunction with announcements via overhead speakers.

LISTEN CAREFULLY

You will hear either an announcement or a series of tones, followed by an announcement.
The first tone is:

**Alert tone** - “Burp, Burp, Burp, Burp”
(6 minute duration) followed by…

**Evacuate tone** - “Wooop, Wooop, Wooop, Wooop”
(30 second duration) followed by an announcement to evacuate the building.

**DO NOT** evacuate until you are told to do so.

In the event of an evacuation, each floor of the building will be notified, one by one, depending on where the fire/smoke is located. You will be told when to evacuate.

Remember **DO NOT PANIC** and do not evacuate until directed via the speakers or your warden.

If you require assistance you should tell a warden (any person wearing a red or yellow hard hat) that you will need assistance. You may be relocated to another location on the floor in preparation for evacuation by emergency services personnel.

Lifts should not be used in the event of a fire.

Once evacuated do not re-enter the building until you are told it is all clear.

**Assembly areas** – if requested to evacuate the assembly areas are:

1. North - West corner, Swanston & Grattan Sts.

Drawings of assembly areas and exit / escape paths are located on each floor. Remember to be aware of alternative “escape” routes.

Got a question?
Email fmfaults@dhsv.org.au
or call FM “Fix” 9341 1349