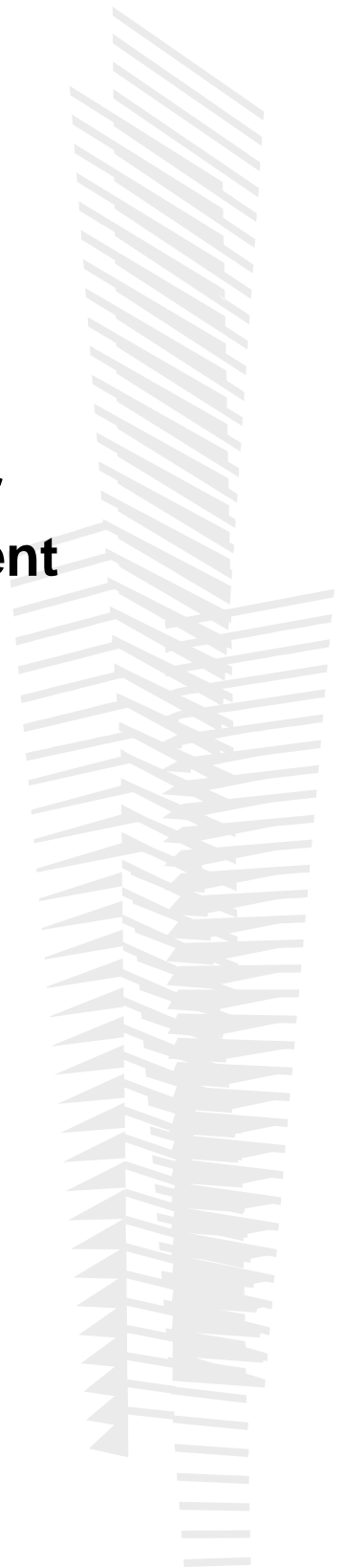


# **The Eureka Tower Contractor Agreement**

EUREKA



## Table Of Contents

## Page

<b>1. Introduction .....</b>	<b>3</b>
1.1 Purpose .....	3
1.2 Scope .....	3
1.3 References .....	3
1.4 Definitions .....	3
<b>2. Eureka Tower's Contractor Agreement.....</b>	<b>4</b>
2.1 Site Access .....	4
2.2 Kick Off Meeting .....	5
2.3 Security .....	5
2.4 Controlled Equipment/Environment Area .....	6
2.5 Building Protection .....	7
2.6 Workmanship.....	7
2.7 Protecting the Building Environment .....	7
2.8 Bass Room .....	8
2.9 Removal of Goods from Site .....	9
2.10 Occupational Health and Safety.....	9
<b>3. Agreement Record .....</b>	<b>10</b>
<b>4. First and Final Warning .....</b>	<b>11</b>
<b>5. Kick Off Meeting Template .....</b>	<b>12</b>
<b>6. Document Control .....</b>	<b>14</b>
6.1 Authorisation .....	14

EUREKA

# 1. Introduction

This formulates the procedure that must be undertaken by all personnel who require entry to Eureka Tower.

## 1.1 Purpose

This document outlines the activities and behaviours that should be followed while working in Eureka Tower. It is the aim of Eureka Tower to ensure that any activities that take place within the building do not pose a risk to Eureka Tower's residents, staff, contracted staff or the public. Having read the document and had any concerns clarified, access will be granted to the building upon agreeing to the conditions of entry by way of signing the "Agreement Record". This induction is then valid until the 31<sup>st</sup> December of that year.

In conjunction with reading and understanding this document, participating in a "local site OHS induction".

## 1.2 Scope

The provisions of this document apply to all Eureka Tower Employees and contractors entering Eureka Tower to conduct work. Eureka Tower Residents and their representatives are not required to read this document.

## 1.3 References

State Occupational Health & Safety Legislation

Australian Standards

Codes of Practice

## 1.4 Definitions

SR	Service Request
Site Manager	Site Manager.
IAW	in accordance with.
ET	Eureka Tower.
MDF	Main Frame.
BMU	Building Maintenance Unit.
OH&S	Occupational Health and Safety.
SOW	Statements of Work.
SWMS	Safe Work Method Statement.
PTW	Permit to Work.
GPO	General Power Outlet
PPE	Personal Protective Equipment.

## 2. Eureka Tower's Contractor Agreement

Eureka Tower provides a five star living environment to all its residents.

Eureka tower is branded as one of Melbourne's landmarks and recognised around the world as The Tallest Residential Building.

There is a three-step process to access Eureka Tower;

1. OH&S Induction – OH&S Passport,
2. Local Onsite OH&S information.
3. Kick off meeting conducted

You should have already completed the Online OH&S Induction course and received your OH&S Passport. Once you have read and understood this document and then demonstrated your agreement to the conditions of entry by completing the attached "Agreement Record", you will be granted access to Eureka Tower for the required period. This access is valid until the 31<sup>st</sup> December of that year, however if this access is not exercised for a period of 6 months, it can be cancelled.

If you have any questions please ensure you have these clarified before signing the attached "Agreement Record". A failure to operate in accordance with this instruction could result in your access privileges being terminated.

### 2.1 Site Access

- Normal hours of access are - Monday to Friday 8am to 5pm. Work outside these hours will require authorisation from Eureka Tower Management...
- You will be required to sign in and sign out whenever you arrive or depart site. Access cards will be issued on an 'as required' basis.
- After access is approved a kick off meeting will be conducted. Work may commence once building management is satisfied that the work to be performed, will be done safely and without impact to the Eureka Tower Residents.
- A Safe Work Method Statement (SWMS) must be prepared and readily available before work is undertaken. This should be submitted to the building manager to enable approval of the permit to work. The contractor is to have a copy of the SWMS available onsite at all times. Security should keep a copy of the SWMS locally for reference. It should also be available at the kick off meeting stage Refer to Section 2.10 - Occupational Health and Safety on this topic. Ideally this should be provided to the site prime prior to attending site.

### 2.2 Kick Off Meeting

Prior to attending site a copy of the Statement of Works (SOW) is to be made available to Eureka Tower. A “kick off” meeting may be deemed necessary where the SOW details works that are considered of high risk to the building and services. If there is a necessity to hold a “kick off” meeting the building or operations manager will be advised in advance so that the contractor(s) are prepared prior to arriving at site.

Kick off meetings are essential so staff are aware of what works will be taking place at their site when there is a risk to the building and its services. The meeting is a formal discussion between those performing the works and Eureka Tower Staff. Local knowledge and input to the works is essential to ensure the works will be performed safely. Those performing works must fully understand what they are about to undertake. Clear explanation of the works helps Eureka Tower staff assesses potential impact to other works and identifies any flaws in the design that potentially could change or delay the works.

A kick off meeting aims to meet the following criteria.

- Reinforce evacuation procedures.
- Ensure the works will be performed safely and care taken to ensure everyone working at site can do so safely.
- The integrity of the network and building is maintained by
  - Establishing if EWIS or other fire detection equipment needs to be isolated.
  - If hot works are to be performed a separate permit is actioned.
  - Isolation of valves, circuit breakers.
  - Power works.
  - General work practise reminders.

### 2.3 Security

For the safety and protection of the building and personnel, the security of Eureka Tower is paramount. Utmost care should be taken to maintain the integrity of the Building.

- Eureka Tower is a secure building requiring controlled entry. Access and egress must then generally be via the main building entrance.
- All other doors are alarmed and monitored by security who will respond to any unauthorised use that causes alarms. CCTV systems are in use on Eureka Tower and images are recorded. Any unauthorised use will result in your removal from site
- External doors are not to be propped open without 48 hours notice and prior authorisation from the site manager. An additional security guard may be required to maintain the site integrity. Costs for this service will be borne by the company requiring the access. Should an urgent or short-term access need exist, the site manager can authorise the door to propped open.
- Visitor ID badges/Access passes must be worn in a visible position at all times and returned daily to the issuing security staff member.

## 2.4 Controlled Equipment/Environment Area

- Tasks generating heat or dust are only to be conducted once local security staff have isolated the relevant EWIS/Fire detection zone. Should a false alarm be generated as a result of a failure to comply with this instruction, and the Fire Brigade attend, costs will be borne by the contractor.
- Food or drinks are prohibited within all equipment areas
- Smoking is not permitted within or at the accesses to any Eureka Tower Entry / Exit points.
- Access to emergency exits and fire extinguishers/hose reels are not to be obstructed in any way.
- Cable ties must be trimmed flush with flush cutters only. Normal side cutters or tie guns are not appropriate as they leave sharp edges
- Only equipment 'fit for purpose' is to be used at Eureka Tower. All electrical power tools and electrical extension leads must have a current test tag attached in accordance with AS 3760:2001.
- Whenever an electrical tool is to be used it must be attached to a Residual Current Device (Safety Switch), regardless of the task it is being used to complete.
- Be aware that red GPOs are to be treated as if connected to the UPS system and should not be used for general power. The only equipment permitted for use on these GPOs is electronic monitoring and testing equipment. If unsure, please contact the site staff.
- Danger tags are to be used when isolating electrical supplies. The tags are to be signed and dated by the licensed contractor and the building management.
- Anti- static precautions must be used on all equipment at all times.
- Test Equipment left in the process of testing must be placed on a trolley, rack or shelf, and must not obstruct access to other equipment. It must be labelled with the following: Contact Name, Ph No., Purpose and duration and must be approved by the building management. Any unlabelled test equipment will be removed.

**The following Specific work must be reported to the building or operations manager prior to commencement. This contact is mandatory irrespective of PTWs etc.:**

- All new installations or the start of a new project.
- Any activities that have the potential to effect 48VDC, 240VAC and/or air conditioning functionality need to be co-ordinated with ET personnel and a separate PTW must be raised.
- Any work under PTW criteria defined as a hazard or outage to Eureka tower' telecommunication network.
- Any activity requiring working at heights, confined spaces, welding and any other potentially hazardous work.
- Any jumpering activity on the MDF, IDF, DSX/DDF or LGX. Jumpers are only to be run or removed by Optus staff. Appropriate PPE must be worn when working on the MDF, IDF, DSX/DDF or LGX
- If in any doubt about these conditions, consult with Building Management prior to commencing work

## **2.5 Building Protection**

- The equipment floor needs to be protected against any activity that can even remotely damage it. (Where appropriate Masonite sheets to be used to protect floor.)
- No materials are to be stacked/stored or leaned against any walls or equipment racks

## **2.6 Workmanship**

- Work is to be conducted in accordance with State OH&S Legislation, Australian Standards, industry Codes of Practice.
- Installations are to be performed to manufacturer and Eureka Tower installation standards.
- Work areas are to be maintained in a tidy state and cleared away at the end of each day. All rubbish is to be removed from site by the contractor daily.
- Trailing leads are not to be left unattended. Cables/leads must be secured in accordance with the installation standards. Cables of a temporary nature are to be made safe so as not to become a hazard.
- Sawing and drilling on the equipment floor is to be avoided. Dust being carried into equipment can result in damage. All efforts should be taken to conduct these tasks away from equipment. A Eureka Tower representative can offer a location suitable for these tasks. In the event that the equipment to be drilled cannot be removed from the building then whilst drilling all proximity equipment must be covered to prevent metal swarf, concrete dust etc from entering equipment. (Vacuum cleaner to be used for all drilling).
- Hot Work (Oxy torch, welding equip, grinding etc.) can only be performed with prior approval and the issuance of a "Hot Work Permit". Refer OM3323.
- Any fire stop bags that are disturbed must be reinstated as soon as practical or at the end of the days work.

## **2.7 Protecting the Building Environment**

When a contractor or Eureka Tower employee is working near existing equipment precautions should be taken to prevent any contamination. When any drilling, cutting or activity takes place where debris, shavings or contamination may result, controls should be put in place to avoid the release of these items into the atmosphere, areas surrounding and into or on nearby equipment.

Any persons carrying out works on or near existing occupied apartments need to manage the activities they are undertaking. Contractors working in any controlled or sensitive space should eliminate all contaminants where possible eg::

- Unpack equipment and leave packaging outside the controlled or sensitive environment.
- Drill or cut materials outside the controlled or sensitive environment where practical.
- Clean footwear, clothing, tools and equipment.

- Where drilling or cutting activities can not be carried out outside the controlled or sensitive environment:
  1. Turn off any controlled environment systems they could be affected by the activity.
  2. Use power tools that have inbuilt vacuum or dust control functions.
  3. Use vacuum appliances as close to the work area as possible during and after the activity eg place the vacuum nozzle at the drilling point whilst drilling into gyprock to eliminate dust immediately.
  4. Shield equipment from exposure whilst working, where practical.

And most importantly clean the work area continually during work activities and before leaving site not just at the end of the job.

All contractor work method statements shall reflect the above requirements for working near existing equipment. Also the daily Job Safety Analysis or Risk Assessments should also reflect such requirements.

**If the contractor does not have these requirements listed as a hazard and with a suitable control measure work shall not commence until this requirement is fulfilled.**

It is the responsibility of the Eureka tower person who engaged the contractor to carry out this work or nominated Eureka Tower personnel to supervise that the above requirements are adhered to.

If Eureka Tower personnel are carrying out the works near existing equipment they have an obligation to adhere to these requirements.

## 2.8 Bass Room

The Administrative areas within Eureka Tower are primarily provided for Building management.

- Office furniture is not to be relocated within the Office.
- Storage of equipment/materials is not to occur without the approval of the Building Manager. Items are to be stored neatly in a designated area and must be clearly labelled with the name of the company storing the equipment and include a contact name and the date the storage commenced. Items will be stored for no more than one month on a “Use it, Move it, or, Lose it” basis.

EUREKA



## 2.9 Removal of Goods from Site

Security will require prior notification of the intention to remove Eureka Tower property from the site. Any equipment not noted will be investigated and reported immediately to the building Manager.

Eureka Tower reserves the right to inspect vehicles, toolboxes, equipment etc., entering and/or departing the Building

## 2.10 Occupational Health and Safety

Eureka Tower is committed to a safe working environment for all that enter the building. All work undertaken within Eureka Tower must adhere to state OH&S legislation, Australian Standards and Codes of Practice. A breach of safe work practices will result in a **WRITTEN FIRST and FINAL WARNING** being issued. Access to Eureka Tower will be suspended pending investigation. Should access be restored, any further breaches will result in permanent termination of access to Eureka Tower.

Whilst working at Eureka Tower;

- Ensure OH&S passports are available and current,
- SWMS is presented at the start of works and preferably in advance of attendance.
- The use of PPE is mandatory. Contractors are responsible to provide their own PPE,
- All personnel must comply with instructions issued by Concierge and security,
- All personnel should familiarise themselves with exit routes and emergency procedures should an evacuation be necessary,
- Personnel should be mindful not to create hazards (e.g. Trip hazard over power cord),
- Safe work method statements &/or risk assessments must be completed and approved by site staff before commencing work. This will form part of the risk review undertaken as a part of the “kick off” meeting between the site representative and contractor supervisor,
- Appropriate control measures must be implemented for all identified hazards,
- Be aware of the job you are doing and the potential risks involved,
- Cable trays or A/C trunking is not to be walked/sat/knelt upon without appropriate control measures in place,
- Only equipment fit for purpose is to be used within Eureka Tower e.g. Non-conductive (fibreglass or timber) Industrial Ladders only and must be used IAW codes of practice and Australian Standards.
- **ALL injuries, accidents or near misses are to be reported to the site manager or security regardless of the outcome.**
- If work at heights is required you must be familiar and comply with all requirements as set out in the Eureka tower “Working at Heights Policy”.
- Remain focused on the task at hand.

**If you have any questions about anything you have read or not read, please do not hesitate to ask site staff for information.**

### 3. Agreement Record

EUREKA

**Please sign below to indicate that you have read, understood and agree to abide by the conditions stated in this document. When complete please return to Security. If you have any questions please have them clarified before signing.**

I acknowledge that I have read and understood the information in this document describing Eureka Towers' handling of Personal Information.

**Full Name(Printed):** .....

**Signature:** .....

**Date:** .....

**Company:** .....

**Vehicle Details: Make:.....Colour:.....Rego:.....**

**Work Phone Number:** .....

**Mobile Number:** .....

**Supervisor's Name (Printed):** .....

**Supervisor's Contact Number:** .....

**Remember:**

#### **Don't assume!**

The continuous operation of this site takes priority over all other activities.  
Take pride in your work and workplace and ensure the workplace is kept safe for all within the building at all times.

This document terminates on the 31<sup>st</sup> December each year.

## 4. First and Final Warning



This form, along with the Eureka Tower “Accident Incident Report” is to be completed by the person who has observed a breach of OH&S practices. Once completed they should be handed to the building manager who will advise the offending person of the occurrence and begin investigations into the reason for the breach.

Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_

Name of person who committed the breach \_\_\_\_\_

Company of person who committed the breach \_\_\_\_\_

Name of person who observed the breach \_\_\_\_\_

Date “Contractor Agreement” was last signed \_\_\_\_\_

Description of breach: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Warning issued by:** (Building Manager)

Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

I acknowledge that I committed the breach of OH&S practices as described above, and that I have been advised by Eureka Tower that any future breach will result in my access privileges to Eureka Tower being permanently terminated

Name: (print) \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## 5. Kick Off Meeting Template

### Kick Off Meeting Checklist

Date: ..... Company Name: ..... Name: .....

Eureka Rep: ..... Name: .....

Order, or PTW Number: ..... Name: .....

#### Description Of Works

Ask personnel to explain the work. Check paperwork and verify correct location of the work. Pay attention to potential hazards

**Is a SWMS available for review -** 0  
**(If no SWMS and works have potential hazards, do not allow work to proceed)**

**Eureka Tower expects all personnel to possess the necessary skills & competencies to perform the work.** 0

**Day 1:** .....

**Day 2:** do works change from above? If yes run through another check below .....

**Day 3:** do works change from above? If yes run through another check below .....

**Day 4:** do works change from above? If yes run through another check below .....

**Day 5:** do works change from above? If yes run through another check below .....

#### The following questions should be asked if not already covered in the scope of works description.

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. Running cables on the cable tray .....  | 0 | 0 | 0 | 0 | 0 |
| 2. (Remember the working > 2m rule. This must be covered in the SWMS)  |   |   |   |   |   |
| 3. Drilling or creating dust. (Isolate the EWIS) .....   | 0 | 0 | 0 | 0 | 0 |
| 4. Isolating any valves, circuit breakers, switches<br>(If yes consult lock out tag and try instruction) .....   | 0 | 0 | 0 | 0 | 0 |
| 5. All grinding works to be done outside in an isolated barricaded area .....  | 0 | 0 | 0 | 0 | 0 |
| 6. Inform Concierge before connecting to the DSX/LGX .....   | 0 | 0 | 0 | 0 | 0 |
| 7. What power works will be performed. ....  | 0 | 0 | 0 | 0 | 0 |
| 8. (If works pose a significant risk to the network inform contractor that works will need to be performed in Telco Window. Inform them that the Building manager will need to raise a PTW.) |   |   |   |   |   |

#### CRITICAL OH&S REMINDERS (The following should be conveyed to the contractors)

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Evacuation assembly point is on your access card .....   | 0 | 0 | 0 | 0 | 0 |
| 2. Details of phone system are on your visitor pass. ....   | 0 | 0 | 0 | 0 | 0 |
| 3. Wear glasses when working on the DSX/LGX .....           | 0 | 0 | 0 | 0 | 0 |
| 4. Don't step on the second top rung of the ladders .....   | 0 | 0 | 0 | 0 | 0 |
| 5. No food & drink in the Plant Rooms or MDF .....          | 0 | 0 | 0 | 0 | 0 |
| 6. Don't obstruct doorways or fire fighting equipment ..... | 0 | 0 | 0 | 0 | 0 |

## WORK PRACTISE REMINDERS

1. Wear Visitors pass at all times (Must be in a visible location). .....	0	0	0	0	0
2. Don't store materials unless approved .....	0	0	0	0	0
3. Remove all rubbish/ break boxes up and place into dump master bin .....	0	0	0	0	0
4. Run fibres to both ends. Inform Eureka staff before hiding slack .....	0	0	0	0	0
5. Inform Eureka staff before testing at the DSX/LGX .....	0	0	0	0	0
6. If leaving site for long periods you must sign out and back in .....	0	0	0	0	0
(This includes going out for lunch or going to buy materials etc)					

## HOT WORKS PERMIT

For works that involve a naked flame, welding, metal cutting or grinding a hot works permit must be completed. .... 0

## QUALITY ACCEPTANCE/BEFORE LEAVING

Inform personnel their work will need to be assessed for quality at various stages work area checked each day before leaving.

Before leaving site at completion of the works inform Concierge or security.

## SIGNATURES (use the other signature block if works change significantly each day)

ET REP ..... Contractor/ET .....

ET REP ..... Contractor/ ET .....

ET REP ..... Contractor/ET .....

ET REP ..... Contractor/ET .....

ET REP ..... Contractor/ET .....

# EUREKA

## 6. Document Control

### 6.1 Authorisation

A. Authorised Antoinette Hall  
General Manager,

EUREKA