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PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES



Australian Parliament House Site Book

Version 11.0
2024

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Australian Parliament House Site Book Version 11.0 2024

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Abbreviations and acronyms

AFP	Australian Federal Police
AGSVA	Australian Government Security Vetting Agency
APH	Australian Parliament House and the Parliamentary Precinct
ATW	Authority to Work in a designated area
BMS	Building Management System
DPS	Department of Parliamentary Services
DISC	Design Integrity & Special Collections
EWIS	Emergency Warning and Intercommunications System
HVAC	Heating, Ventilation and Air Conditioning
LPG	Liquefied Petroleum Gas
MDF	Medium Density Fibreboard
NCCHC	Nationally Coordinated Criminal History Check
IT	Information Technology
PCBU	Person conducting a business or undertaking
PPE	Personal Protective Equipment
PHFC	Parliament House Furniture Collection
PSOR	Parliamentary Security Operations Room
PSS	Parliamentary Security Service
RCD	Residual Current Device
SDS	Safety Data Sheet
SMB	Security Management Board
SWMS	Safe Working Method Statement
TIO	Technical Information Office (DPS office responsible for maintaining APH technical records)
UPS	Uninterruptible Power Supply
VESDA	Very Early Smoke Detection Apparatus
WHS	Work Health and Safety

Definitions and interpretation

- 1 For the purpose of this document:
 - (a) *As Constructed documents and/or drawings* refers to the comprehensive collection of documents and drawings, held by TIO, that accurately records the works completed on site. This includes construction, demolition and modification works, the specific plant and equipment, fittings and finishes details and final dimensions, routes, and positions. Equivalent terms used widely throughout the industry may include As-Built, Record, Work-As-Executed or Work-As-Installed.
 - (b) Commonwealth officer means a person holding office under, or employed by, the Commonwealth, and includes:
 - (i) a person appointed or engaged under the Public Service Act 1999, and
 - (ii) a person permanently or temporarily employed in the Public Service.
 - (c) *Contractor* means the person or entity bound to execute the work under a contract with DPS. The term 'contractor' also applies to subcontractors engaged to carry out work.
 - (d) *DPS Contract Manager* refers to the DPS person responsible for the day-to-day management of arrangements entered into between DPS and other parties to conduct works in and for APH

- (e) *including* implies ‘including but not limited to’
- (f) *Licensee* person or entity undertaking a business activity from within APH. The licensee. The licensee’s DPS contract manager is within DPS Contracts and Licences section.
- (g) *must* refers to a mandatory, non-discretionary action
- (h) *permit* refers to documentation issued by DPS authorising other parties to carry out particular work, in a particular location, at a particular date and time
- (i) *private area* refers to any area within APH that is generally off limits to non-access card holders unless signed in and escorted by an APH staff member
- (j) *public area* refers to any area freely accessible to members of the public (subject to security screening within the APH building)
- (k) *restricted area* refers to a room, area, space, corridor, or any area with access limited to an individual, organisation, or operational staff and which is otherwise generally off-limits
- (l) *Safe Working Method Statement* must:
 - (i) identify the work that is high risk construction work
 - (ii) state hazards relating to the high-risk construction work and risks to health and safety associated with those hazards
 - (iii) describe the measures to be implemented to control the risks, and
 - (iv) describe how the control measures are to be implemented, monitored, and reviewed.
- (m) *staff* refers, as the context requires, to employees of parliamentary departments, or Contractors, Sub-Contractors, Consultants, Sub-Consultants, APH Licensees and their employees, and Construction/DPS Contract Managers that have been engaged by DPS
- (n) *within APH* implies within the APH building, outbuildings, courtyards, roads, footpaths, carparks or anywhere within the Parliamentary precinct bounded by the inner perimeter of Capital Circle.

Background and purpose

- 2 The purpose of the Australian Parliament House Site Book is to provide Contractors with information about:
 - (a) accessing APH
 - (b) conduct and behaviour
 - (c) working safely within APH
 - (d) emergency procedures
 - (e) permits and work approval procedures
 - (f) delivery, removal and storage of materials, tools and equipment
 - (g) working within the building
 - (h) working within landscaped areas, and
 - (i) providing As Constructed information.

- 3 The Australian Parliament House Site Book will form part of the contract when it is prescribed as such in a formal instrument of agreement. Otherwise, the instructions and procedures contained in this document are supplementary to the terms and conditions of any contractual arrangement.
- 4 All procedures, guidelines and application forms are available by contacting the DPS Contract Manager.

Business risk identification

- 5 Contractors are responsible for ensuring staff under their control comply with these instructions and procedures.
- 6 Non-compliance may leave the Contractor subject to a stop-work order, including liability for any costs incurred.
- 7 The utmost care and protection of all finishes, installations, furniture, artwork and fittings must be taken while onsite.
- 8 Under no circumstances must an artwork be touched, removed or in any way put at risk of damage.
- 9 Under no circumstances is any item of Emergency Management equipment, such as fire extinguishers or break glasses, to be relocated or interfered with, as this is inconsistent with section 190 of the [Emergencies Act 2004](#) (ACT).
- 10 Regardless of any approvals held, Contractors must comply with instructions of authorised APH staff or parliamentarians given in the interests of safety, privacy, security or the preservation of artworks, architectural features or furniture.
- 11 Contractors will be held liable for any loss or damage they cause, outside the scope of the contract, while accessing or working in APH, as outlined in the contract.

Accessing APH

Before starting any works

- 12 Any building occupant subject to this document, who fails to comply with their responsibilities will be referred to the First Assistant Secretary, Security Division via officeofthefassd@aph.gov.au who will initiate appropriate action in accordance with all relevant APH reporting policies and procedures, taking into account the nature of the non-compliance. This may include notification to:
 - (a) The SES manager responsible for security in the relevant area of control or agency, and
 - (b) The Presiding Officers via Security Management Board (SMB), in the case of a reportable security incident.
- 13 All persons (Contractors and Licensees and their employees) must read the Australian Parliament House Site Book and complete all necessary forms (including APH Access Card applications) before accessing APH.
- 14 All Contractors must successfully complete the relevant DPS Site Induction.
- 15 All Contractors must comply with DPS' and APH's security policy and procedures.

Security Awareness Training

- 16 A positive security culture is a key requirement of the Australian Government's Protective Security Policy Framework (PSPF), as such, Mandatory Security Awareness

Training must be completed by Contractors within 8 weeks of contract commencement and annually thereafter.

- 17 A schedule for security awareness training is available on the DPS Intranet at [DPS - Security Division \(parl.net\)](#).
- 18 Registration can be completed by emailing dps.asa@aph.gov.au.

APH Access Cards

- 19 The PSS controls access to APH. To gain entry to carry out works within APH, Contractors must hold a valid APH Access Card and depending on where the works are located, may be escorted by a superior cardholder or a PSS Officer.
- 20 There are two categories of APH Access Card available to Contractors:
 - (a) contractor photographic Access Cards (these are red hard identity cards), and
 - (b) escorted temporary visitor pass.

Photographic APH Access Cards

- 21 Photographic APH Access Cards will be issued only to persons requiring access to private areas for periods of more than one month.
- 22 To obtain a Contractor photographic APH Access Card, the applicant must complete and submit:
 - (a) an APH Access Card Application form identifying the period of the contract
 - (b) a *Nationally Coordinated Criminal History Check (NCCHC) Application and Informed Consent form*, and
 - (c) the four types of identification, as required for the conduct of a NCCHC.
- 23 Contractors who have been assessed as unsuitable by Security Division will not be issued with a Contractor photographic APH Access Card and will require special permission from the Security Division to be signed in on an escorted temporary basis. Email securitypass@aph.gov.au to seek approval. Please note, non-compliance is considered a security incident.
- 24 Delays may be experienced if the application forms are not completed accurately, or the correct documents are not provided.
- 25 The average processing time for undertaking a NCCHC is approximately 10 to 15 working days.
- 26 Photographic APH Access Cards are issued at the Pass Office by appointment only. Appointments can be made by phoning 02 6277 5989.
- 27 The Pass Office is located in the north-west corner of the Marble Foyer and is open between the hours of 9:00 am and 4:50 pm, Monday to Friday, excluding public holidays.
- 28 Contractor photographic APH Access Cards:
 - (a) are issued to Contractors who have a significant and regular day-to-day requirement to conduct activities within APH
 - (b) provide access to designated parts of the building as appropriate to the contracted activities, and

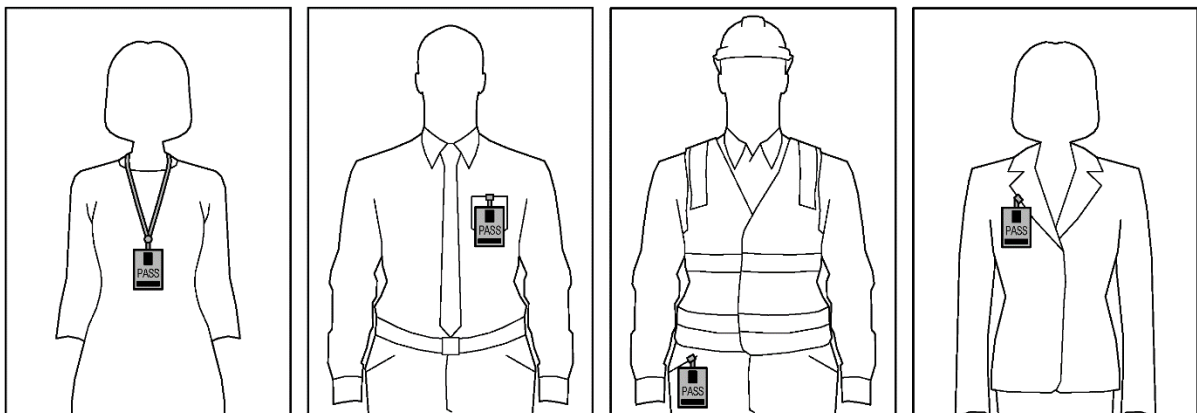
- (c) in special cases, the Assistant Secretary, Security Enabling Services Branch (ASESB) or the Assistant Secretary, Security Operations Branch (ASSOB) may authorise Contractors to sign in staff or Sub-Contractors who will be issued an 'Escorted' temporary access pass. A business case for this requirement should be provided on the application form.
- 29 Contractors must return APH Access Cards to the DPS Pass Office when completing works or at the end of a contract.

Escorted temporary access passes

- 30 Escorted temporary access passes are issued daily to Contractors for short-term activities in the building and require the Contractor to be signed in by an authorised cardholder, which includes a Contractor who has been granted special approval. Note Clause 22.
- 31 A person issued with an 'Escorted' temporary access pass must:
 - (a) present photographic ID when being signed in, and
 - (b) be physically accompanied at all times by a person with a photographic APH Access Card and escort capability.

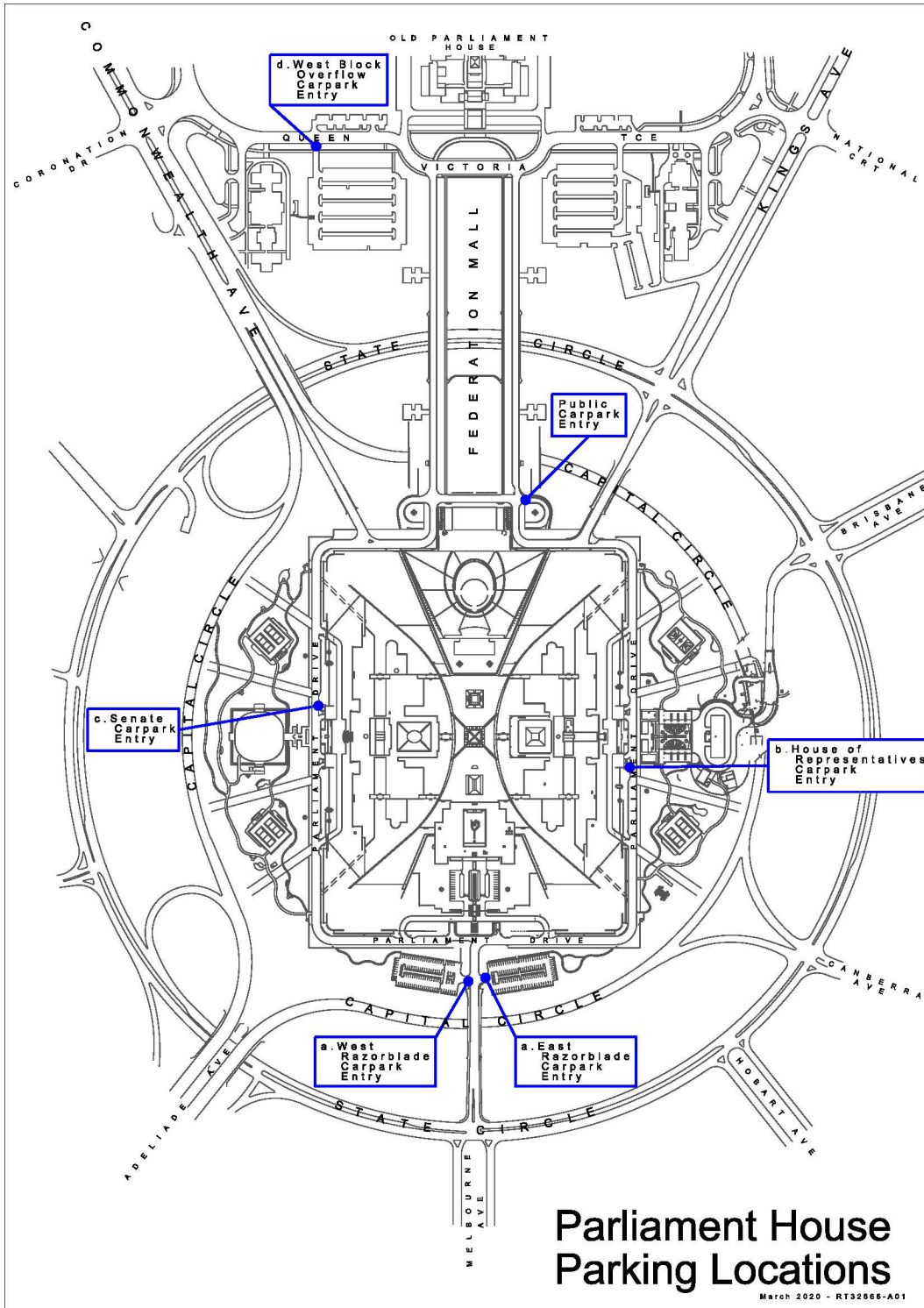
Display of access cards/passes

- 32 Persons within the private areas of the building are required to display their APH Access Card and/or escorted temporary access pass at all times (see diagrams below).
- 33 Cardholders are reminded of the other conditions on which an APH Access Card/escorted temporary pass is issued including:
 - (a) the card/pass must be presented for inspection on request by security personnel
 - (b) the card/pass must not be altered in any way
 - (c) the card/pass must not be transferred
 - (d) while the card/pass remains in their custody, the cardholder must protect the card/pass against loss, theft, or damage, and
 - (e) the loss or theft of a card/pass must be reported as soon as possible to the DPS Pass Office on 02 6277 5989 or after hours to Security on 02 6277 5999.



Parking

- 34 Contractors are advised to discuss parking requirements with the DPS Contract Manager.
- 35 Parking restrictions are in force in the public underground carpark and parking is prohibited on Parliament Drive. After 5pm, Contractors may park in the public underground carpark ([parking rates](#) apply) and use the 24-hour entrance (Security Point 1) to enter and exit the building. Security Point 1 is located adjacent to the public underground carpark lift (lift 12).
- 36 When submitting a photographic APH Access Card application, Contractors may make application to the DPS Contract Manager to park in the APH private carparks:
 - (f) East and West Razor Blade carparks
 - (g) House of Representatives carpark
 - (h) Senate carpark
 - (i) West Block Carpark during [sitting weeks](#).



- 37 It is a **breach of security** for authorised cardholders to knowingly allow another person’s vehicle to gain access to an APH carpark by use of their APH Access Card or by ‘tailgating’.

Security controls

- 38 Security patrols are conducted regularly throughout the APH buildings and the Parliamentary precinct. Contractors must comply with any directions from Security and may be required to provide documents authorising them to be in an area or to be removing and/or disposing of materials.
- 39 All items brought into the building are subject to security screening, including visual inspection and X-ray. Carry bags and toolboxes may be decanted to allow proper screening.
- 40 All bulky items and toolboxes must be brought through the Loading Dock as there are restrictions on the size of objects permitted through the other Security entrances. See [‘Delivery, removal and storage of materials, tools and equipment’](#).
- 41 Entry to restricted areas of the building can be arranged through the DPS Contract Manager. In some instances, a PSS Officer may have to provide access to locked areas or escort Contractors while works are carried out.
- 42 AGSVA Security clearance may be required to work in some areas of the building. In these instances, Contractors must provide proof of an existing current clearance to the DPS Contract Manager prior to the commencement of works.

Security Incidents/Risks

- 43 Any contractor that becomes aware of an emerging security threat or vulnerability (excluding cyber security threats/vulnerabilities) are to inform the DPS Security Division via dps.asa@aph.gov.au immediately. Any urgent/imminent security threats/emergencies must be raised to the Parliamentary Security Operations Room (PSOR) via 6277 **7117**.
- 44 Cyber Security Branch must be informed of all cyber security and information and communication technology threats or vulnerabilities immediately via Cyber Security Operations Centre immediately 6277 **8040** or at csoc@aph.gov.au.
- 45 Any contractor that becomes aware of a security risk are to inform the DPS Security Division via security.risk@aph.gov.au.

Access controls

- 46 Occasionally, keys (or swipe cards) may be issued to the Contractor for specific projects. Usually these will be issued to the Senior Site Supervisor by the DPS key custodian, either as a personal issue or via swipe access to an electronic key cabinet.
- 47 Responsibility for security of the key and the area it opens rests jointly with the senior site supervisor and the individual to whom access has been given and must not be left unattended/unsecure.
- 48 Keys are not to be transferred to a third party without written permission from the DPS Contract Manager and reissue by the DPS key custodian.
- 49 Keys **must not** be issued or provided to any individual who is not an APH Access Card holder.
- 50 Contractors must immediately report all lost keys to their DPS Contract Manager and the PSOR. Lost keys are a reportable security incident to the SMB and require a Security Incident Report.

- 51 The responsibility of reporting lost keys, and all costs incurred, lay with the person who lost the keys. Lost keys may attract a re-keying fee, which, depending on the locks, number of keys issued, installation and all incurred costs, could be substantial.

Conduct and behaviour

- 52 While working in APH, it is expected that a Contractor's attire and general appearance will be neat and tidy and appropriate for the task.
- 53 Contractors are to conduct themselves in a professional manner, demonstrating respect for all other building occupants and guests.
- 54 Behaviour that is liable to place persons or property at risk is forbidden.
- 55 Accident-prevention measures implemented at APH must not be interfered with or rendered less effective.
- 56 Any documents within the work area must not be touched, inspected or read. Any information inadvertently seen or heard while working within APH is assumed to be confidential and must not be disclosed to others.
- 57 Under no circumstances must any APH computer or electrical equipment, be used, unplugged or switched off without authorisation.
- 58 Facilities in offices or suites such as toilets, photocopiers, tea-making facilities, phones and/or radios, must not be used by Contractors.
- 59 Lunch rooms and the staff dining room are available for meal breaks.
- 60 Any Contractor (excluding cleaning staff) working in office suites including vacated suites must not leave them unoccupied at any time.
- 61 If suites need to be left, Contractors must contact Security by calling 02 6277 5999 and stay in the suite until such time that a security officer arrives to secure the premises.
- 62 Once works are complete or complete for the day, Contractors should contact Security by calling 02 6277 5999 and stay in the suite until such time that a security officer arrives to secure the premises.
- 63 All areas must be left in a neat, tidy, and safe condition.
- 64 If difficulties occur with occupants of the area, Contractors must refer the matter to the DPS Contract Manager.

Bullying and harassment

- 65 DPS has zero tolerance for bullying and harassment in APH or any other location that relates to the conduct of its business/operations.
- 66 Contractors are expected to be treated with, and in turn must treat other occupants of APH with respect and courtesy, and without bullying or harassment.
- 67 Bullying is defined as repeated unreasonable behaviour that could reasonably be considered to be humiliating, intimidating, threatening or demeaning to a person, where that behaviour creates a risk to health and safety.
- 68 Harassment is defined as repeated behaviour that is unwelcome and unsolicited, is offensive, intimidating, humiliating, or threatening.
- 69 If a person is harassed for a 'prohibited reason' such as their disability, race, age or sex, the harassment may be unlawful.

- 70 Refer to the DPS Policy: Preventing and responding to workplace bullying, harassment and discrimination.

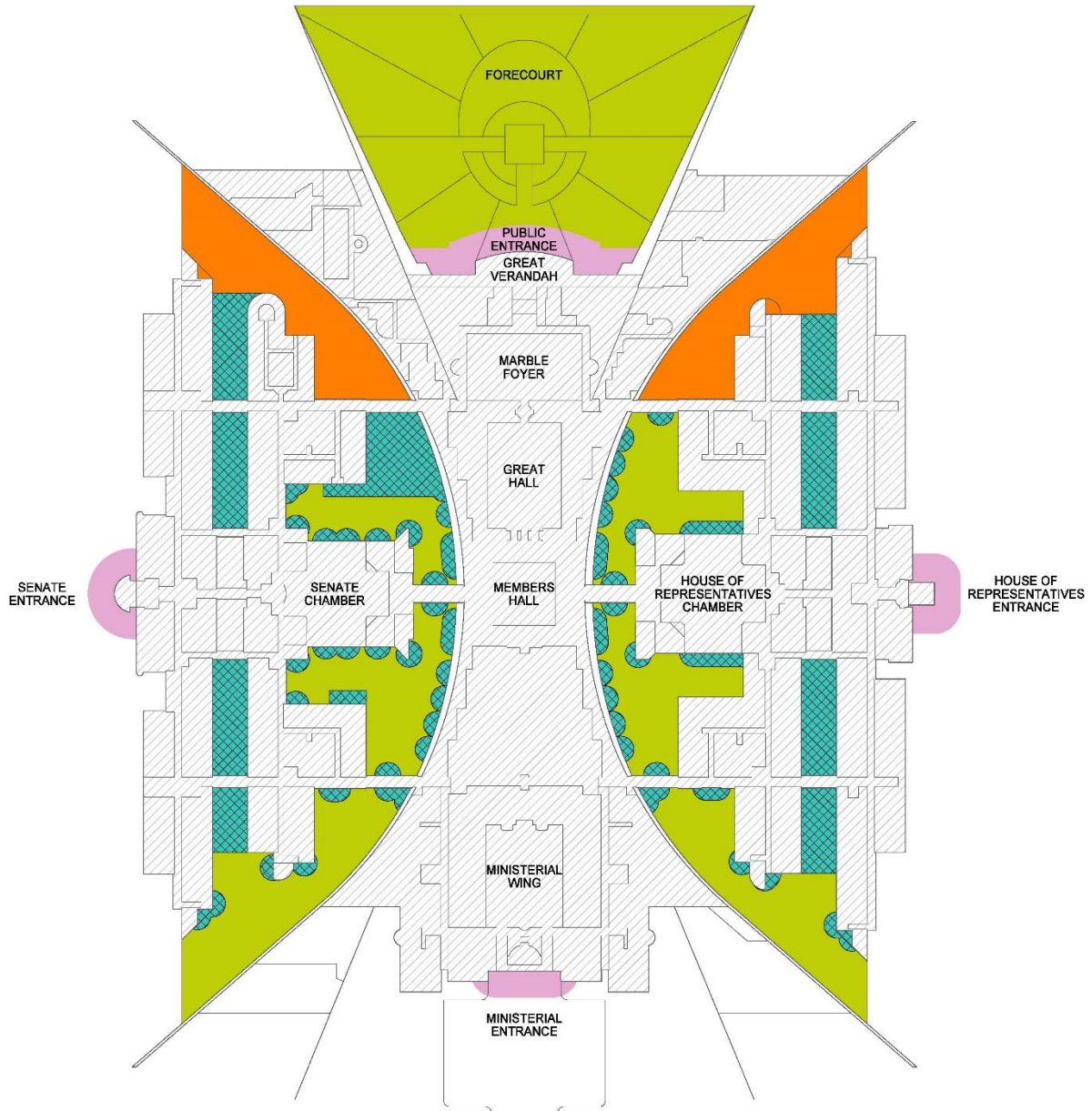
Drug and alcohol policy






- 71 Work is not to be undertaken under the influence of illicit drugs or alcohol.
- 72 In the event that a contractor's worker is suspected to be under the influence of illicit drugs or alcohol, the matter must be referred to the DPS Contract Manager, the Contractor and DPS WHS team immediately. The affected person may be directed to leave the workplace in line with the procedure for handling workers affected by illicit drugs or alcohol, contained in **Attachment A** of the *DPS Drug and Alcohol Policy*.

Smoking policy

- 73 Smoking is not permitted inside the APH building, within the basement car parks or certain internal courtyards. Refer to the *Parliament House Smoking Policy*.

SMOKING AND NON SMOKING AREAS WITHIN PARLIAMENT HOUSE



-  No smoking in any part of the building, balconies, terraces and underground car parks.
-  No smoking within 5 metres of general entrances, designated eating and drinking areas and courtyards with air intakes.
-  No smoking within 10 metres of major entrances to the building.
-  Childcare Courtyard / Health & Recreation Centre Courtyard smoking exclusion zones
-  Smoking permitted. Please use the ashtrays provided.

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Photography policy

- 74 The [Rules for Media Related Activity in APH and its Precincts](#), issued by the Presiding Officers, provide a framework for media-related activity within APH, including site photography, and apply to all building occupants and visitors.
- 75 Approval to take site photos must be sought through the DPS Contract Manager. All requests must be submitted by completing the [Application to Film and Photograph form](#).

Social media policy

- 76 The DPS Social Media Policy, issued by the Communication and Corporate Relations Branch, provides a reference and guidelines on the personal use of social media for any person employed by DPS, including contractors, to ensure that employees do not negatively impact on the reputation of DPS, the Parliamentary Service, or the Australian Parliament.

Fraud control

- 77 *The Fraud and Corruption Control Policy* applies to all persons (including Contractors, Consultants etc.) who work for DPS in APH.
- 78 DPS does not tolerate dishonest, fraudulent and corrupt behaviour and is committed to deterring, preventing, detecting and investigating such behaviour in this agency.
- 79 DPS recognises that fraud and corruption risk management is an integral part of good management practice and is committed to establishing an organisational culture that ensures fraud risk management is embedded in departmental activities and business processes.
- 80 The aim of the *Fraud and Corruption Control Policy* is to:
 - (a) protect public resources, including money, information and property, and
 - (b) protect the integrity and good reputation of DPS and the Commonwealth.
- 81 Fraud and corruption prevention is the responsibility of all DPS staff, who play a vital role in reducing the department's exposure to fraudulent and corrupt activity by behaving in an ethical way consistent with the Parliamentary Service Code of Conduct contained in the [Parliamentary Service Act 1999](#) and by reporting any incidents of suspected fraud and/or corruption.
- 82 It is the responsibility of management to ensure that mechanisms are in place that minimise the opportunity for fraud and corruption within their area of control.
- 83 Managers are responsible for implementing any actions required by the DPS Risk Management Policy and Framework and conducting risk assessments within their areas.
- 84 The Fraud and Corruption Control Policy is in line with the Commonwealth's [Public Governance, Performance and Accountability Act 2013](#), [Public Governance, Performance and Accountability Rule 2014](#) and the [Commonwealth Fraud Control Framework 2017](#).
- 85 DPS will prevent and deter fraudulent and corrupt behaviour by:
 - (a) promoting a positive culture of fraud and corruption detection and prevention to reduce DPS' exposure to fraud and corrupt activity
 - (b) ensuring DPS staff are aware of their obligations under the Parliamentary Service Code of Conduct (Parliamentary Service Act 1999) to behave ethically

- (c) ensuring DPS officials are aware of their obligations through the completion of mandatory Fraud Awareness training (at induction then every three years)
 - (d) assuring confidentiality about receiving reports and handling investigations
 - (e) referring allegations of serious wrongdoing or misconduct under the [Public Interest Disclosure Act 2013](#) (Cth) to the appropriate authorised officer
 - (f) having procedures for reporting and investigating allegations of dishonest and/or fraudulent behaviour and investigating fraud in accordance with the Australian Government Investigations Standards (AGIS)
 - (g) pursuing all means open to DPS to recover losses caused by illegal activity, irrespective of whether a prosecution is undertaken, including the use of proceeds of crime legislation and civil recovery action, and
 - (h) seeking civil, administrative or disciplinary remedies such as those available under the [Parliamentary Service Act 1999](#) (Cth)
- 86 DPS Staff, Contractors and consultants who become aware of potential fraud or corruption must report it through the following channels:
- (a) Fraud Report phone: 02 6277 2504 (*anonymity is available*)
 - (b) Fraud Report email: dps-fraudcontrol@aph.gov.au, and
 - (c) completing and submitting a *Fraud Incident Report Template* form.

Working safely within APH

- 87 All workers at APH are responsible for taking care of their own health and safety, taking care not to adversely affect the health and safety of other persons, complying with any reasonable instructions, and cooperating with any reasonable policy or procedure relating to health and safety in the workplace.
- 88 A person must not work in unsafe conditions and any concerns, hazards, incidents or near misses must be reported to the DPS Contract Manager.
- 89 Contractors knowingly working unsafely may be dismissed from the site and may be excluded from working in APH in the future.
- 90 The consequences of injuries or death, as a result of not carrying out work safely, range from fines to imprisonment.
- 91 All laws and legislation enforceable in the Australian Capital Territory must be observed. The Contractor must observe and comply with the provisions of the [Work Health and Safety Act 2011](#) (ACT) and the [Work Health and Safety Act 2011](#) (Cth). The Contractor must pay particular attention to safe working practices.
- 92 In accordance with Reg. 37 of the [Work Health and Safety Regulations 2011](#), any risk control measures implemented to eliminate or minimise risks to health and safety must be maintained so they remain effective, fit for purpose, suitable for the nature and duration of work, and are installed, set up and used correctly.
- 93 The Asbestos Management Plan and the Asbestos Register for APH is available to staff and Contractors through the Technical Information Office, Planning and Quality Branch. Contractors can contact the DPS Contract Manager to obtain a copy.
- 94 If you have COVID-19 symptoms or have been in close contact with a confirmed or suspected case of COVID-19, you must notify your DPS Contract Manager immediately and do not attend APH.

- 95 It is important to always adhere to COVID measures within APH, relevant COVID Safe Plans and other ACT Government COVID requirements such as the wearing of face masks and using the Check in CBR app where indicated.
- 96 Contact the DPS Contract Manager to obtain or discuss any relevant WHS policies and/or procedures that may apply.
- 97 Before starting work in a particular area, the Contractor must always check the location of telephones, fire extinguishers and emergency exits and confirm this with the DPS Contract Manager. The Contractor must also confirm the number of personnel onsite with Supervisors nominated as a point of contact.
- 98 The DPS Contract Manager will ensure Contractors are inducted to APH emergency procedures. Contractors must be informed of adjacent works (including above and below the worksite) and the DPS Contract Manager must notify any nearby APH personnel who may be affected by the works.

Silica dust awareness

- 99 The DPS Contract Manager must ensure that persons conducting a business or undertaking (PCBUs) train all workers engaged in high-risk crystalline silica work.
[New silica dust safety regulations for the ACT](#) outlines introduced mandatory silica awareness training for workers in high-risk crystalline silica work. Workers who have already completed the declared training course already meet the new requirement and must be able to demonstrate this.

Manual tasks

- 100 Manual tasks can be a risk to WHS including musculoskeletal disorders such as sprains and strains, muscular and vascular disorders because of hand-arm vibration, nerve injuries or compression, and joint and bone injuries.
- 101 Manual tasks must be examined and assessed for risk in accordance with the [Work Health and Safety \(Hazardous Manual Tasks\) Code of Practice 2015](#).
- 102 Manual tasks that are known to be hazardous must be undertaken only by persons who have been trained to perform the tasks in a safe manner. See the *Hazardous Manual Tasks WHS Risk Assessment* form.

Accidents and incidents

- 103 The PSS provide initial first aid and emergency response in APH through 02 6277 **7117**.
- 104 The Nurses Centre also delivers first aid services on sitting days. During non-sitting weeks, after hours and weekends the PSS respond to all requests for first aid. First aid boxes are located throughout APH.
- 105 An incident is defined as any event that:
 - (a) results in an injury, illness, or disease, no matter how minor
 - (b) endangers the health and/or safety of a person, including 'near misses' and damage to plant or property
 - (c) may result in a public liability claim
 - (d) results in death.

- 106 **Do not disturb the site of an incident or move any equipment** unless necessary to render the site safe or attend to injured persons, as site preservation requirements may apply.
- 107 Comcare and/or WorkSafe ACT may need to investigate the site of an incident. The DPS WHS team may also conduct an internal investigation of the incident.
- 108 If an incident occurs causing an injury, these steps must be followed:
- The injured person(s) or their colleague must contact the PSOR on 02 6277 **7117** and a First Aid Officer will be dispatched to provide aid. The PSOR will coordinate with emergency services if an ambulance is required.
 - If a nurse is required, the PSOR will arrange for the nurse to attend if available
 - The DPS Contract Manager must be advised of the incident immediately after the event
 - Supplementary to the Contractor's company policies and procedures, the Contractor's DPS supervisor must be advised of the incident immediately after the event
 - All incidents must be reported to the DPS WHS team on 02 6277 5200, as soon as reasonably practicable, as DPS may be required to notify Comcare (the Commonwealth WHS Regulator). The Contractor may also be required to report notifiable incidents to WorkSafe ACT in accordance with their WHS legislative obligations
 - A *Parliament House Incident Report* form must be completed as soon as possible after an incident by the person involved (if capable). A Contract Manager can fill in a *Parliament House Incident Report* form on someone's behalf although it needs to be co-signed by the person for which they are completing the form. The DPS Contract Manager must complete **Part D** of the form.

Priority telephone numbers

Category	Phone
All emergencies	02 6277 7117 or 000
Parliamentary Security Service	02 6277 5999



Serious incidents

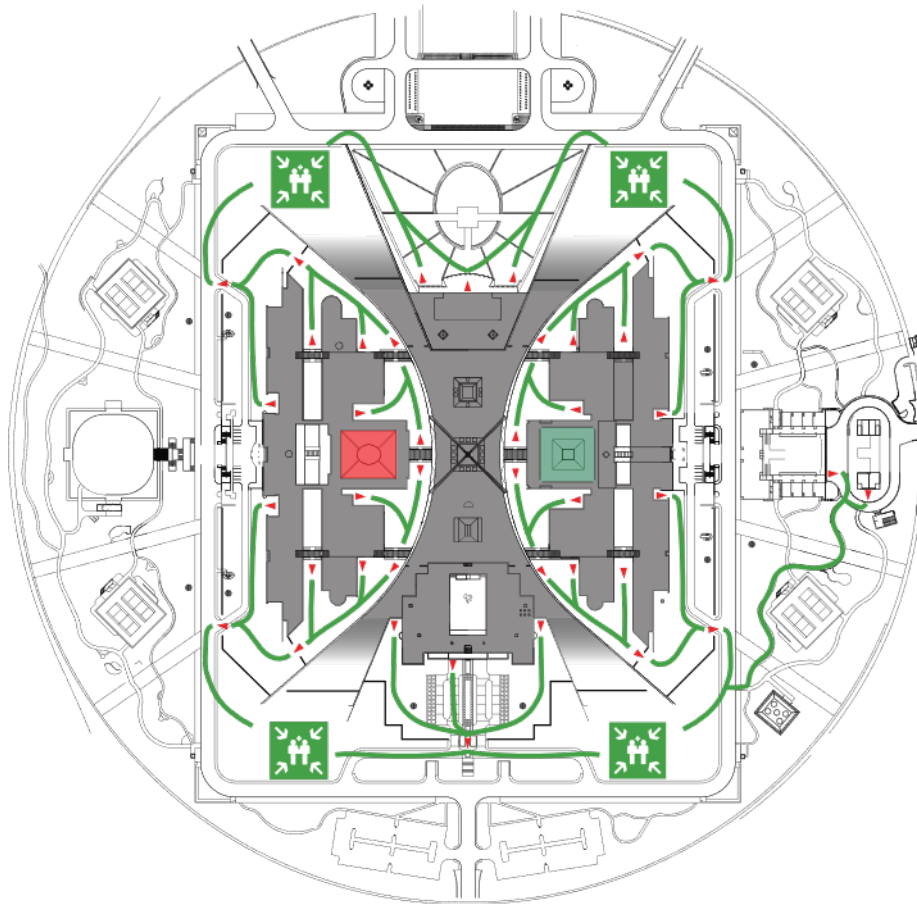
- 109 Serious incidents are a specific type of incident which contractors may observe while undertaking work at Parliament House. It is interpreted as “an incident or pattern of behaviour that causes serious harm to someone”. One or more of these factors suggest a Serious Incident may have occurred, where a person:
- appears impaired (by alcohol or drugs) and is behaving in a way that departs from what one would expect at a workplace
 - is visibly distressed
 - is in a state of undress
 - is engaging in sexual behaviour
 - is engaging in, or has been the victim of, physical or verbal abuse
 - is engaging in illicit behaviour (e.g., drug use) or,
 - any behaviour of concern that is inconsistent with expected workplace behaviour.

If a Serious Incident has, or is suspected to have, occurred contact the PSOR immediately on 6277 **7117**.

Emergency procedures

Evacuation

- 110 All Contractors must attend a DPS approved APH Site Induction session, which will cover evacuation procedures. The induction may be given by the DPS Contract Manager.
- 111 Should a Contractor encounter an emergency in the building, they must ACTNOW.
- (a) *Assess the situation* – determine the best course of action. Remove yourself and others from any danger.
 - (b) *Call for help* – if you have critical information to pass on, inform the PSOR of the situation by calling Ext **7117**.
 - (c) *Take action* – take the appropriate action to mitigate the risk to yourself, bystanders, colleagues or visitors and commence evacuation if necessary. Follow all instructions communicated over EWIS.
 - (d) *No lift access* – avoid lifts, instead use the fire rated stairwells and egress pathways denoted by the exit lighting. Lifts are to be reserved for Primary emergency Evacuation Plan (PEEP) holders and emergency services personnel.
 - (e) *Offer assistance to vulnerable people* – if safe to do so, help vulnerable people exit the building.
 - (f) *Wait at Assembly Areas* – follow all direction from security and emergency responders and notify the first aid officer at the assembly area of any welfare issues.
- 112 Wardens supervise evacuation movements from the building. They are identified by red or yellow insignia.
- 113 First Aid Officers supervise building occupants at Assembly Areas, providing first aid and communication. They are identified in an emergency by green insignia.
- 114 PSS Officers, and at times AFP, may also assist in evacuations.
- 115 The designated APH Assembly Areas are located at the bottom of the four grass ramps at the corners of Parliament Drive. Refer to below diagram for evacuation pathways and locations of Assembly Areas:



NOTE: emergency exits, and Assembly Area routes are denoted in red and green.

Fire system components

- 116 APH is divided into 45 fire zones separated by fire/smoke doors. A sprinkler system, smoke detectors and other detectors form part of the building's fire detection and suppression system and are designed to protect these zones against fire hazards.
- 117 All fire related apparatus must be kept clear of obstructions at all times and not be obscured, rendered inoperable, or made inaccessible by the storage of equipment or materials. See section 96 of the [Emergencies Act 2004](#) (ACT).
- 118 Tampering with any of these components is an offence under the [Emergencies Act 2004](#) (ACT).
- 119 **Under no circumstances** are fire or smoke doors to be chocked open or smoke detectors covered or disconnected without a relevant permit from ACT Fire Service.

Emergency exits

- 120 Emergency exits on the external envelope of the building are secured, and alarmed, and not for use outside of emergency situations. Emergency exits are fitted with break glass units designed to allow access through these pathways if an emergency dictates and the pathways is locked. If access is required throughout a project, this must be included in any ATW requests.
- 121 Contractors working in APH must know the location of the emergency exits in the zones where they will be working. This may be achieved through the contract/DPS contract manager providing a site tour and providing evacuation maps off the DPS intranet.

- 122 In the event of fire detection, the emergency exits automatically unlock, but do not open, and a manual break glass unit is located at each emergency exit for other emergency egress. Use of the break glass for any other reason is considered interference under section 190 of the [Emergencies Act 2004](#) (ACT).

Fire hose reels

- 123 The fire hose reel and hydrant systems and extinguishers are an integral part of the fire suppression system of APH.
- 124 The use of fire hose reels and/or extinguishers for non-fire-related requirements is prohibited and any interference is a breach of Section 190, [Emergencies Act 2004](#) (ACT).
- 125 Any damage to fire hose reels and/or extinguishers is to be reported immediately to the DPS Contract Manager or the DPS Maintenance Services Help Desk on 02 6277 5045 and the location and damage detailed. Additionally, a report must be supplied to the Chief Warden.

Fire stopping

- 126 The firewalls within APH are there to protect occupants and to prevent the transmission of fire from one isolated fire zone to another.
- 127 Penetrations to the firewall and any fire inhibiting material that has been disturbed must be correctly reinstated to the integrity of that firewall by approved fire stopping to both sides of the penetration.
- 128 Contractors must refer to Section C3.15 of the [National Construction Code](#) (registration and login details required) and the Commonwealth and ACT Appendices.

Emergency Warning and Intercommunication System (EWIS) alerts

- 129 In the event of a fire or other emergency, alarm signals will be broadcast over the EWIS and all APH occupants must take these actions:
- (a) **Alert** - an intermittent, monotone *'beep...'* *'beep...'*
- (i) gather personal belongings
 - (ii) secure any sensitive information
 - (iii) switch off and/or isolate all equipment
 - (iv) make the site safe
 - (v) prepare to take action.
- (b) **Evacuate** - a continuous loop of alternating *'whoop'* *'whoop'*
- (i) where it is safe to do so, follow the egress pathways and move into the corridor
 - (ii) close (but not lock) the door
 - (iii) follow the directions of the Wardens, PSS Officers, or follow the EXIT signs
 - (iv) do not use lifts
 - (v) do not attempt to remove your vehicle from the underground carpark
 - (vi) go to the designated Assembly Area and await further instructions or evacuate to an alternative area as directed.
- (c) **Lockdown** - a quick successive *'beep-beep-beep-beep-beep-beep'* interspersed with verbal messaging of *'Lockdown... Lockdown... Lockdown'*

- (i) **Escape** - move away from the threat, take others with you if safe to do so.
 - (ii) **Hide** – find a secure hiding location and remain silent
 - (iii) **Tell** – report any relevant information to the PSOR by calling Ext **7117**
 - (d) **Disperse** - verbal messaging of ‘Disperse... Disperse... Disperse’
 - (i) exit the building without further direction and seek refuge outside
 - (ii) maintain a safe distance from the building and avoid crowded places like the Assembly Areas
 - (iii) wait further instructions from emergency responders
- 130 APH routinely conducts emergency evacuation exercises and all occupants, including Contractors, are required to participate.

Building certification policy

- 131 DPS has appointed an independent Building Controller to implement and action the Building Certification Policy. All projects are required to be assessed by the APH Building Controller so that a determination can be made as to whether the works require a Building Approval or are Exempt Building Works. The Policy and Guidelines can be made available to Contractors as required.
- 132 A Building Approval will be issued by the APH Building Controller when:
- (a) the Building Controller has completed the assessment of the project documentation and is satisfied that the proposed Building Work is capable of complying with this policy and the NCC, and
 - (b) documentation used as supporting evidence for a Building Approval has been received. This evidence shall include but not be limited to:
 - (i) DPS contract manager requirements/considerations – e.g. project requirements, building fabrics, exclusion zones and the like
 - (ii) architectural floor plans, elevations and sections of the proposed work
 - (iii) structural plans and design certificates as appropriate
 - (iv) services plans and design certificates as appropriate
 - (v) civil plans and design certificates as appropriate
 - (vi) specialist practitioners design certificates as appropriate – e.g. access, energy and the like
 - (vii) evidence of consultation with ACT Fire & Rescue for any building works over 500m² and any fire-related performance solutions
 - (viii) the location of construction zones.
- 133 Exempt works
- (a) All Exempt Building Works must be completed in accordance with the applicable design standards and codes and the builder or installer shall provide certificates or evidence of compliance as appropriate.
- 134 Certificate of Completion
- (a) At the completion of works, the Supplier is required to provide all necessary documentation and certificates as requested from the Building Controller.

Design integrity

- 135 Designed by Mitchell/Giurgola & Thorp Architects (MGT), APH is a purpose designed building built to exacting standards which carefully integrates architecture with interior design, landscape, furniture, fittings, art, and craft. The *Copyright Act 1968* (Cth) includes moral rights protections for architecture.
- 136 The Design Integrity and Special Collections (DISC) Unit facilitates the moral rights consultation process as required by the *Copyright Act 1968* (Cth). The DISC Unit provides advice on the original design intent of APH to stakeholders and manages original archival material to ensure that 'design integrity' is maintained during maintenance and projects for change. Design integrity maintains and enhances the 'wholeness' of, and inter-relationships among, the architect's essential design ideas (including the capacity for change) for the building and its furnishings, fixtures, furniture, landscape and the commissioned art and craft. For further information on the DISC Unit refer to the DPS Intranet or contact DISC via dpsdisc@aph.gov.au.
- 137 Where design briefs or changes to APH are being developed, the DISC Unit will consult with moral rights administrators during concept development and at the 30%, 50% and 80% design milestone. Two weeks must be allowed for comments at each of these design points.
- 138 At the 100% design stage, statutory moral rights notification procedures will apply. Under subsection 195AT (2) of the *Copyright Act 1968* (Cth), a written notice regarding works must be provided to the moral rights administrators, and any artists or craftspeople who have commissioned art or craft work. This notice must give a three-week period for the moral rights administrators in which to make a record of the building (work) and/or consult with DPS. Should they advise DPS that they wish to exercise their rights, they have a further three weeks in which to do this.
- 139 If latent architectural features are discovered during work, the Contractor must contact the DPS Contract Manager, who will liaise with the DISC Unit.

Permits and work approval procedures

- 140 DPS has a permit to work system for certain work activities that are carried out by staff and Contractors. Approval through a permit, prior to commencement of work is required for the following:
- (a) Authority to work in a designated area
 - (b) Isolation permit Electrical Mechanical BMS alarm
 - (c) Authority to Isolate Fire Protection Services
 - (d) Hot works permit
 - (e) Authority to dig or core in a designated area, and
 - (f) Confined spaces entry permit.
- 141 The DPS Contract Manager will provide copies of the above permits to the Contractor. The Contractor must complete the required permits in conjunction with the DPS Contract Manager.
- 142 The Contractor should be aware that there are six separate types of combustible cladding installed in various locations at APH. The Contractor should make themselves aware of the locations of the combustible cladding and act accordingly when conducting works in the vicinity of the cladding.

Authority to work in a designated area

- 143 To carry out works within APH an *Authority to Work in a Designated Area (ATW)* is required. When approved, a true copy of the authority must be clearly displayed at the worksite.
- 144 An approved ATW only gives the Contractor permission to access the work area.
- 145 Carrying out the work requires the Contractor to hold the relevant approved permits.
- 146 In the interest of safety, security or the preservation of Art/Architecture, the Contractor must cease work activities if instructed by authorised APH personnel, irrespective of the ATW held.
- 147 Working hours for all Contractors are as per the ATW.
- 148 If working outside the hours of 6am to 6pm is required, the ATW must stipulate the hours for which access is required. *DPS WHS Procedure – Working remotely or in isolation* may also be relevant.
- 149 All permit applications and ATW requests must be completed and submitted to the DPS Contract Manager a minimum of three working days before access is required or work starts.
- 150 Work must not be carried out without approval.

Isolation permit electrical mechanical BMS alarm

- 151 All clauses found in this document regarding the Safety management plan for residual current devices must be read prior to working on electrical infrastructure.
- 152 All services, plant, and equipment to be worked on must be isolated to the satisfaction of DPS. This section must be read in conjunction with the *DPS WHS - Procedure - Electrical safety - isolation and tagging*.
- 153 DPS, through the Electrical and Mechanical sections, undertakes all plant and equipment isolations at no cost to Contractors performing work in APH, provided the following procedures are followed:
 - (a) the Isolation permit Electrical Mechanical BMS Alarm form must be completed and submitted as follows:
 - (i) the first part of the form, including *Contractor Agency* must be completed by the Contractor who requires the isolation. All information in regard to type of equipment, time of isolation and durations must be provided in the first instance
 - (ii) *Nominated Project Officer* must be completed by the DPS or nominated DPS Contract Manager, who must obtain agreement from the relevant client to conduct work in the affected areas
 - (iii) *Approval for Isolation* must be completed by the relevant DPS Officer approving the isolation, who will then contact the DPS Contract Manager who requires the isolation to confirm requirements associated with the task
 - (iv) *Isolation Permit Record* must be completed by:
 - the relevant DPS Officer or nominated Service Provider who is carrying out the isolation, tagging and explaining to the Contractor any safety requirements associated with the isolation

- the Contractor signing for the isolation, providing they are satisfied the isolation allows them to carry out their work safely
 - the Contractor, on completion of the work, signing off the isolation and contacting the relevant DPS officer and presenting any results of tests carried out to allow for reinstatement
 - the DPS Officer or nominated Service Provider reconnecting the equipment/services, provided that they are satisfied that the work carried out has been completed and necessary tests have been carried out
 - the DPS Contract Manager signing off the permit from the register.
- (v) Please note that the above permits are official records that must be kept in accordance with the provisions of the [Archives Act 1983](#) (Cth). They may also be required in accordance with the [Work Health and Safety Act 2011](#) (ACT) and the [Work Health and Safety Act 2011](#) (Cth). All details and descriptions must be typed to ensure the documents are legible and easily understood and must be submitted without any pen amendments.
- (b) For isolations required outside normal working hours, including weekends, 10 working days' notice is required, or the Contractor may be liable for all costs associated with the isolation.
- (c) On exception, more urgent isolations can be processed by DPS, but the Contractor may be liable for all costs associated with the isolation.
- (d) For complex isolations, DPS will assist in this identification process. In such cases, a meeting between the Contractor and DPS must be arranged, to be held not less than 5 working days prior to the submission of isolation permits, to discuss isolations with DPS maintenance teams and the DPS Contract Manager.
- 154 Simple isolations are considered to have minimal impact on building operation and occupants, for example, isolating a lighting or power circuit that is localised and does not impact on other users of the area or that will cause minimal disruption to occupants.
- 155 Complex isolations include:
- (a) life support services such as UPS, and essential supplies to plant/equipment, lifts and fire systems
 - (b) interruptions to special Suites
 - (c) House chambers and surrounds
 - (d) public areas
 - (e) security infrastructure
 - (f) emergency management infrastructure
 - (g) IT infrastructure
 - (h) works impacting significant area of the building and/or occupants including Electrical, HVAC, Hydraulic, Lifts, Gas and Fire
 - (i) works outside normal operational working hours (6 am to 6 pm), or on weekends and public holidays.
- 156 DPS undertakes the following whole building isolations:
- (a) electricity

- (b) gas
 - (c) water
 - (d) stormwater
 - (e) sewage.
- 157 If required, DPS may elect to involve the relevant Public Utilities to assist in a whole building isolation.
- 158 Prior to isolation, the Contractor must identify the plant (valves, circuits, switchboards etc.), building areas and services to be isolated, and any areas and services that will be affected by the isolations. This includes obtaining the relevant AS Constructed drawings from the TIO office via the DPS Contract Manager.
- 159 All alarm isolations associated with security systems and BMS will be approved by DPS Security Division and Assistant Director BMS through the relevant DPS Contract Manager.
- 160 Prior to isolation, the Contractor must identify the points or services to be isolated and any areas and services that will be affected by the isolations. This includes obtaining the relevant AS Constructed drawings from the TIO office via the DPS contract manager.
- 161 The *Isolation permit Electrical Mechanical BMS Alarm* form must be obtained from the DPS Contract Manager and be completed and submitted by the Contractor who requires the isolation.

Isolation permit associated with fire systems

- 162 All isolations associated with smoke detectors, VESDA units and sprinklers will be conducted by the DPS fire maintenance Contractor through the DPS Fire Maintenance Contract Manager and by the established *Authority to Isolate Fire Protection Services* procedures.
- 163 It is the responsibility of the Contractor requesting the isolation to ensure that:
- (a) the *Authority to Isolate Fire Protection Services* form is completed correctly and is submitted to the DPS Fire Maintenance Contract Manager
 - (b) staff working in the area to be isolated are aware of their roles and responsibilities and have at their immediate disposal the appropriate equipment that relates to a fire risk in the area
 - (c) appropriate inspections and procedures are executed and completed when leaving the worksite
 - (d) a current risk assessment of the works is included.

Hot works permit

- 164 Hot work is any action that incorporates the release of heat, hot particles or flame to a level that may cause combustion, including:
- (a) electric arc welding
 - (b) oxyacetylene cutting and welding
 - (c) plasma cutting
 - (d) low-pressure gas or natural gas soldering or heating of components
 - (e) grinding

- (f) friction cutting.
- 165 A *Hot works permit* is required for all hot work that is required to be performed outside the designated hot work area.
- 166 Procedure:
- (a) The Contractor must obtain a Hot works permit form from the DPS Contract Manager
 - (b) The form must be completed by the person/parties performing the hot work
 - (c) All relevant safety precautions and tests must be considered and implemented and noted on the form
 - (d) Each person who will be performing the hot work must be included in the space provided on the form
 - (e) The form must be returned to the DPS Contract Manager, who will obtain approval from a designated DPS Authorising Officer listed on the Hot works permit
 - (f) The approved permit must be displayed at the area where hot work is being performed
 - (g) On completion of the work, the permit must be returned to the DPS Contract Manager for compliance review and filing.

Authority to dig or core in a designated area

- 167 To enable the safe conduct of maintenance and construction works that require excavation or coring of the structure, an *Authority to dig or core in a designated area* form is required.
- 168 Prior to completing the form, the Contractor must identify any services and structural elements that are within the vicinity of the works. This includes obtaining the relevant As Constructed drawings from the TIO office via the DPS Contract Manager.
- 169 For structural works, the form must be accompanied by a structural engineer's formal confirmation in writing that the structural integrity of the building will not be compromised by the dig or core.

Safe working loads

- 170 Prior to applying any significant loads to the building structure, the Contractor must identify the building areas that will be affected by the load, and obtain:
- (a) the relevant As Constructed drawings from TIO office
 - (b) any available Safe Working Load data
 - (c) formal written Engineering confirmation
 - (d) approval from the DPS Contract Manager.

Confined spaces entry permit

- 171 Entry into confined spaces is only to be carried out under a *Confined Space Entry Permit* and is restricted to suitably qualified persons holding current qualification in Confined Space Entry/Rescue.
- 172 DPS has a list of currently identified confined spaces, available from the Building Maintenance Services Help Desk on 02 6277 5045, via email: dpsmainthelpdesk@aph.gov.au or from the DPS Contract Manager.

- 173 Note: This list does not necessarily cover all confined spaces, as they may arise from changes to the work area or be due to the work being performed. As a result, it is critical that a risk assessment is conducted prior to entry of any space that may fall within the definition of a confined space.
- 174 Refer to *DPS WHS Procedure – Working in a confined space* for permits and procedures. Compliance with this procedure is mandatory.

Working at heights

- 175 Contractors intending to work at heights within APH must provide SWMS documentation to the DPS Contract Manager.
- 176 When using an elevated work platform or scaffolding, the Contractor must comply with current relevant Australian Standards.

Delivery, removal and storage of materials, tools and equipment

- 177 Only personal belongings (600 mm x 400 mm maximum) can be brought in through normal building Security entrances.
- 178 All other goods, materials, tools, equipment and waste (goods) should be delivered and removed through the Security screening point located at the APH Loading Dock.
- 179 Goods that cannot be screened at normal building Security entrances may be refused entry and redirected to the Loading Dock for screening.

Pre-delivery advice

- 180 Routine deliveries to the Loading Dock can be scheduled by submitting a completed *Request for the Movement of Equipment through Loading Dock* form to: loadingdock@aph.gov.au. All deliveries must specify a designated delivery point.
- 181 Unless otherwise approved by DPS, all deliveries require a minimum of 24 hours' notice. Deliveries of bulk goods (for example large quantities of oversized goods such as furniture, machinery, palletised goods, and building materials) require up to 5 days' notice.
- 182 The maximum size of goods that can be transported through the APH basement is 5.0 m (length) x 1.9 m (width) x 2.4 m (height).
- 183 Unscheduled or deliveries with insufficient notice may not be accepted and vehicles may be refused entry.

Hours of operation

- 184 The Loading Dock operates from 7:00 am to 4:45 pm, Monday to Friday (excluding Public Holidays).
- 185 Requests to open the Loading Dock outside of these hours require a minimum of 5 days' notice. The Contractor will be responsible for meeting all costs associated with after-hours opening of the Loading Dock.

Access to the Loading Dock

- 186 The Loading Dock can be accessed via a service road that connects the Loading Dock to the junction of Brisbane Avenue and State Circle.
- 187 Persons accessing the Loading Dock must:
- (a) stop at the 'stop sign' and only proceed if the Security Check Zone is clear

- (b) stop in the Security Check Zone and wait for their vehicle details to be checked
 - (c) wait for the barrier to open before proceeding
 - (d) give way to vehicles leaving the site
 - (e) use the intercom system to contact PSS Officers if the barrier does not open within one minute.
- 188 Only one vehicle can pass through the barrier at a time even where vehicles are part of a convoy. The gate will be closed after each vehicle has entered. DPS will not be liable for any damage to any vehicle or goods that may arise as a result of non-compliance with these procedures.
- 189 DPS reserves the right to undertake screening of any vehicle on approach to, prior to entry and while in the APH Loading Dock precinct for any reason including but not limited to, emergency or security reasons.
- 190 Persons accessing the Loading Dock must not leave their vehicles unattended (parked) other than for the period of time reasonably necessary to unload and complete their delivery.
- 191 Persons conducting business in and around the Loading Dock precinct are required to wear Hi-Vis vests and/or Hi-Vis clothing.

Receipt of goods

- 192 Logistics personnel will assess the number of packages and/or containers, compared with the delivery documentation, and their condition on arrival. Logistics personnel will not open packages to check the quantity or condition of contents.
- 193 Discrepancies with delivery documentation or observable damage will be highlighted to the delivery driver and details of the discrepancy or damage annotated on the driver's copy of the delivery documentation.
- 194 Logistics personnel may reject any deliveries when the intended recipient cannot be ascertained from the delivery documentation, package markings or delivery advice.

Handling and distribution of goods

- 195 All goods received in the APH Loading Dock will be subject to X-ray screening and any other screening procedures deemed necessary by DPS Security.
- 196 Logistics personnel do not handle delivered items on and off the X-ray machine, or on and off trailers or pallets. This is the responsibility of the person(s) delivering or receiving the goods.
- 197 All persons involved in the loading or unloading of goods are required to wear Hi-Vis vests and/or Hi-Vis clothing while outside of their vehicle and inside the Loading Dock.
- 198 Trailers or pallets are provided for transportation of goods. Once packed, Logistics personnel will move trailers to the designated delivery point.
- 199 Trailers have specified safe workloads which must be adhered to. Logistics personnel will not move a trailer that is deemed to exceed the maximum safe work load.
- 200 Trailers must be unloaded as soon as possible after delivery and the Loading Dock notified once empty.
- 201 Trailers are not to be used for storage of goods/equipment long term or overnight, without the consent of Logistics personnel.

Liability and indemnity

- 202 DPS does not offer or arrange insurance for any damage or loss to, or delay in delivery of any goods.
- 203 DPS is not liable for any loss or damage whatsoever suffered, or that may be suffered, as a result of any act or omission, whether negligent or otherwise, by or on behalf of DPS in relation to the movement of goods which results from any reason or cause which could not with reasonable diligence be controlled or prevented by DPS.
- 204 DPS is discharged from all liability in respect of goods received and/or delivered in the Loading Dock:
 - (a) where notice in writing regarding a claim has not been given to DPS within 21 days of the date of delivery
 - (b) where Legal Proceedings are not brought within 12 months of the date of delivery.
- 205 DPS accepts deliveries on the basis that it has been released and indemnified from and against any loss or damage which DPS may suffer directly as a result of any action or proceeding, claim, demand or prosecution arising out of performance or non-performance of logistics services by DPS.
- 206 Liability to indemnify DPS will be reduced proportionately to the extent that any act or omission involving fault on the part of the DPS contributed to the relevant loss or damage.

Plant room management

- 207 Except in designated areas or unless otherwise approved by DPS (refer storage section below), storage of materials in plant rooms is prohibited.
- 208 Contractors are advised that if they require access to plant rooms, they are to request the DPS Contract Manager to seek approval of the DPS Assistant Director, Mechanical Services.
- 209 Plant rooms are not a worksite unless otherwise approved and must be locked when not occupied.

Storage of material and equipment

- 210 APH has limited onsite storage, which is available at the discretion of DPS. Materials should be stored offsite where possible.
- 211 Contractors are advised that if they require an area for storage of materials or equipment:
 - (a) they are to request the DPS Contract Manager to seek approval of the DPS Assistant Director Mechanical Services and DPS Logistics Manager to use an area for temporary storage of material associated with a project
 - (b) if approval is granted, an agreed area will be identified and marked out with tape (striped yellow and black) and cordoned off
 - (c) agreed areas must be used for storage only and are not to be used as a worksite unless approved
 - (d) a project sign must be provided to identify the Contractor and DPS Contract Manager who is responsible for the storage of the materials and the approximate time the storage area is required

- (e) all entrances and exits must be clear
- (f) all fire services must be kept clear
- (g) the area must be kept in a neat and tidy state, material stored safely (high-risk material requires specific approval), with all rubbish and excess material to be removed on a regular basis, that is at least weekly
- (h) failure to comply with the above requirements will result in a loss of storage use, and the material will be removed from site.

Assembly onsite

- 212 Where bulky materials are required to be delivered, assembled, or fabricated onsite, the Contractor must contact the DPS Contract Manager for details regarding:
- (a) set-down areas for storage of bulk goods. Note: goods cannot remain in the Loading Dock or on trailers
 - (b) fabrication/workshop areas permitting the use of cutting, drilling and sanding machines and hot works
 - (c) staging areas for the assembly of prefabricated parts and/or erection of bulky infrastructure prior to it being lifted into place.
- 213 The DPS Contract Manager may have to liaise with the Logistics Manager to define these areas, and arrange delivery, on a case-by-case basis.
- 214 Any goods/materials entering the security perimeter may be security screened at the discretion of the AFP.

Cleaning up and removal of debris

- 215 All materials brought into the building must be clean and free from dirt and debris to prevent bringing pests into the building.
- 216 The Contractor must clean up and remove all waste and surplus materials at the end of each working day.
- 217 Waste must be separated into builder's refuse, recyclable materials (for example, paper and cans) and food waste.
- 218 Waste must be placed in the correct receptacles (as labelled). All recyclable material including but not limited to wood and timber, plasterboard, steel, copper pipes and wire, bricks and glass must be recycled rather than being sent to landfill.
- 219 The DPS is committed to diverting waste mercury-containing lamps from landfill. All waste mercury-containing lamps removed from APH must be recycled. Contractors are required to produce a recycling certificate if requested by DPS.
- 220 Heavy penalties will be imposed for contamination of waste receptacles.
- 221 For construction works, the Contractor must provide suitable containers for removal of rubbish and surplus materials and must empty the containers offsite, with waste to be disposed of in an environmentally friendly manner. Contractors are required to produce a recycling certificate if requested by DPS.
- 222 The Contractor must remove all containers promptly from the site at the completion of the works. In some cases, the Contractor must provide their own forklift and driver. The driver must be inducted by the Loading Dock staff prior to any movements and must

abide by the requirements of the DPS WHS Procedure - *Safe Operation of Vehicles at Parliament House*.

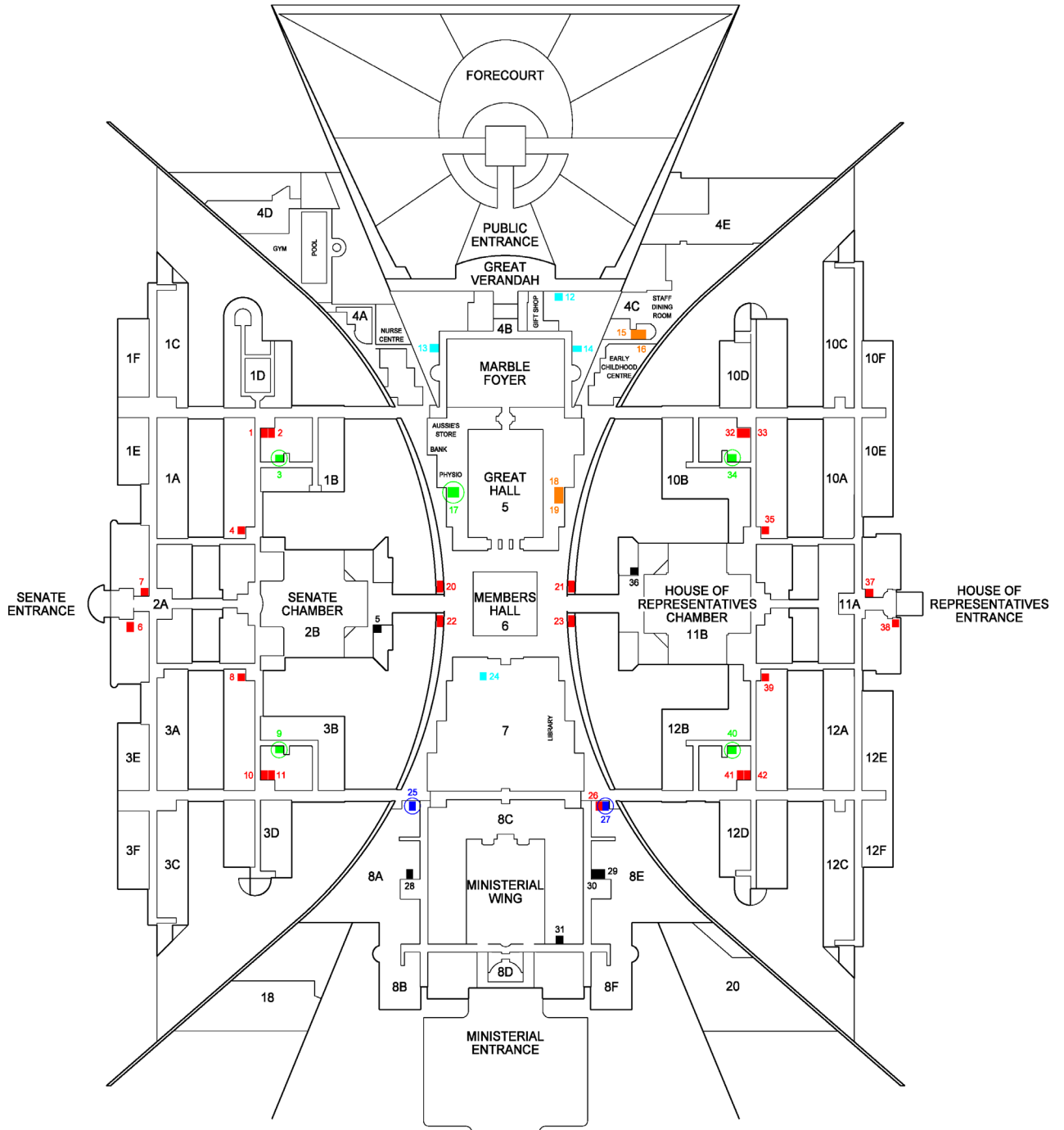
- 223 The Contractor must ensure that nothing left in the area will cause disruption or inconvenience or pose any fire or safety risk to occupants of APH.


Use of lifts for transporting tools and materials

- 224 Contractors are to use only the designated Goods Lifts for transporting equipment, tools, and materials.
- 225 Passenger Lifts, which are easily recognised because they have timber-panelled interiors, must not be used unless specific prior permission from the DPS Contract Manager is obtained (Passenger Lifts 25 and 27 are exempt as per the conditions listed below).
- 226 Under these measures the following applies:
- (a) Heavy-duty Goods Lift 17 is the preferred method of transporting equipment, tools and materials and must be used whenever possible. Deliveries to the first floor between the hours of 9am and 5:30pm require 48 hours' notice
 - (b) Senate Wing: Goods Lifts 3 and 9 must be used. Covers are not required. Passenger Lifts 1, 2, 10 and 11 must not be used unless specific prior permission from the DPS Contract Manager is obtained
 - (c) House of Representatives Wing: Goods Lifts 34 and 40 must be used. Covers are not required. Passenger Lifts 32, 33, 41 and 42 must not be used unless specific prior permission from the DPS Contract Manager is obtained
 - (d) Ministerial Wing: Passenger Lifts 25 and 27 may be used for goods only when covers are fitted. At the completion of the movement task, the covers must be placed back in their storage location on the wall adjacent to the lifts at basement level
 - (e) Kitchens: Lifts 15, 16, 18 and 19 are for kitchen-related use only used unless specific prior permission from the DPS Contract Manager is obtained.

Lift Locations

PARLIAMENT HOUSE LIFT LOCATIONS



 NOTE: ONLY THE CIRCLED LIFTS MAY BE USED TO TRANSPORT MATERIALS, EQUIPMENT AND TOOLS.

JR9066-5

Floors serviced by lifts

Car	Are	Location	Floors Serviced											Max	Description		
			c3	c2	c1	B	G	1	2	M	R2	RF					
1	1B	Senate Wing														21pax	
2	1B	Senate Wing														26pax	
3	1B	Senate Wing Goods														21pax	
4	1B	Senate Wing														24pax	
5	2B	Senate Galleries														24pax	Senators only (Sitting weeks)
6	2A	Senate Carpark														24pax	
7	2A	Senate Entry														24pax	
8	3B	Senate Wing														24pax	
9	3B	Senate Wing Goods														21pax	
10	3B	Senate Wing														21pax	
11	3B	Senate Wing														26pax	
12	4B	Public Carpark														24pax	
13	4B	Main Foyer														26pax	2-way
14	4B	Main Foyer														26pax	
15	4C	Kitchens														26pax	
16	4C	Kitchens														26pax	2-way
17	5	Great Hall Goods Lift														4000kg	Preferred Goods use 2-way
18	5	Great Hall Kitchens														26pax	2-way
19	5	Great Hall Kitchens														26pax	2-way
20	6	Members Hall														29pax	2-way
21	6	Members Hall														29pax	2-way
22	6	Members Hall														29pax	2-way
23	6	Members Hall														29pax	2-way
24	7	Main Committee														21pax	
25	8A	Ministerial Wing														21pax	Protection mandatory
26	8E	Ministerial Wing														21pax	
27	8E	Ministerial Wing														26pax	Protection mandatory
28	8A	Ministerial Wing														21pax	Executive use
29	8E	Ministerial Wing														21pax	Executive use
30	8E	Library Goods Lift														26pax	Card reader
31	8F	Ministerial Carpark														21pax	Executive carpark
32	10B	Reps Wing														26pax	
33	10B	Reps Wing														21pax	
34	10B	Reps Wing Goods														21pax	
35	10B	Reps Wing														24pax	
36	11B	Reps Galleries														24pax	Members only (Sitting weeks)
37	11A	Reps Entry														24pax	
38	11A	Reps Carpark														21pax	
39	12B	Reps Wing														24pax	
40	12B	Reps Wing Goods														21pax	
41	12B	Reps Wing														26pax	
42	12B	Reps Wing														21pax	

Legend

RF	Roof top		Goods Lifts (Heavy-duty Lift 17 preferred)
R2	Kitchen & Members Club Dining		Passenger Lift (Protection mandatory for Goods use)
M	Mezzanine & Prayer Room		Passenger Lift only (No Equipment, Tools or Materials)
2	Second Floor		Kitchen Lifts
1	First Floor		Public Lifts
G	Ground Floor		Secure/Restricted-use Lifts
B	Basement		Service keyed as not available this floor (subject to change)
c1	Underground Carpark Level 1		
c2	Underground Carpark Level 2		
c3	Underground Carpark Level 3		Note: Allow 70kg per person for loading

Working within the building

- 227 Contractors are reminded of their obligations and responsibilities under the [Work Health and Safety \(Construction Work\) Code of Practice 2015](#) to comply with the [Work Health and Safety Act 2011 \(Cth\)](#); [Work Health and Safety Regulations 2011 \(Cth\)](#) and all other relevant WHS codes and statutory requirements and DPS requirements for work.
- 228 Contractors must allow entry to the worksite by DPS staff, with prior notice, through the DPS Contract Manager or other safety/security personnel as authorised.
- 229 All personnel who have authority to be onsite must have a current White Card and be available to produce the card when requested.
- 230 Contractors should be aware that the building is operational 24/7. Accordingly, a detailed program of work needs to be approved by the Commonwealth Officer, before any works can proceed. This will be inclusive of any Safe Work Method Statements should they be requested.
- 231 Dust generation needs to be managed. A work-method statement is required prior to the commencement of dust-generating works and must be submitted to the DPS Contract Manager.
- 232 Periodic inspections and assessments of the worksite will be conducted to ensure that dust-minimisation activities are maintained.
- 233 The cutting and sanding of solid timber or MDF must be carried out only with equipment that is fitted with a proper dust-extraction system and in a designated cutting room.
- 234 If large volumes of solid timber or MDF must be cut and sanded, then this activity needs to be undertaken in a workshop with a suitable extraction system.
- 235 DPS Contract Managers must be informed of any work that may cause odours that could be detrimental to human health or artworks such as use of solvents, floor polishes and paints so that odour mitigation strategies can be discussed and put in place.
- 236 Contractors must dispose of solid, liquid, and gaseous contaminants in accordance with all statutory and contractual requirements on a daily basis.
- 237 Contractors are advised that all corridors within APH form part of the required exits from the building and therefore are not to be used as storage, staging areas, or work areas.
- 238 If work entails sealing off an area, the area must be protected by safety barriers and have signage with names and contact details.
- 239 Contractors negligently causing the activation of smoke, fire, or other detectors or suppression systems, without good cause, will be liable for costs incurred.
- 240 Any damage incurred while undertaking work must be reported to the DPS Contract Manager immediately.

Care and protection of artworks

- 241 The Parliament House Art Collection (PHAC) is a major national collection and an important part of Australia's national heritage. It is valued to be approximately \$125 million.
- 242 The PHAC includes artworks and historical items, including:
- (a) paintings

- (b) sculptures
 - (c) works on paper, including photographs
 - (d) glasswork
 - (e) ceramics
 - (f) textiles, and
 - (g) digital works.
- 243 The Collection also includes over 70 commissioned artworks that form an integral part of the building and its fabric including:
- (a) the Great Hall tapestry
 - (b) the Forecourt mosaic
 - (c) the Mural hall ceramic frieze
 - (d) selected marquetry
 - (e) stained glass windows, and
 - (f) the outdoor sculptures on display in various courtyards.
- It is essential that these unique and irreplaceable national heritage items are protected from all risks of damage and deterioration.
- 244 Under no circumstances must an artwork be touched or removed by any person other than a member of DPS Art Collections. If an item needs to be moved, please contact the Art Collection team. To arrange the removal or protection of artworks, contact the DPS Contract Manager, who will liaise with DPS Art Collections.
- 245 Special conditions apply to areas with major site-specific artworks, such as the aforementioned Great Hall and Forecourt, and for activities that generate high levels of airborne pollutants. The DPS Art Collection team must be contacted prior to commencement of works that fit these categories.
- 246 An ATW approved by the Director of Art Collection is required for any work that requires access to the Art Store, office, workshop, or exhibition areas, including the Presiding Officers' Exhibition Area or Members' Hall.
- 247 An exclusion zone must be maintained around all artworks appropriate to the type of work and the associated risks. This is established in liaison with the DPS Art Collections team. **Note that:**
- (a) Building work that generates a high level of airborne particles or fumes (steam, dust, smoke, aerosols, solvents, spray) and vibration may still have an impact on the artwork, even if it is performed outside the exclusion zone. DPS Art Collections must be notified when this type of activity is to be undertaken within 10 metres of an artwork.
 - (b) Any work involving the use of power tools may also have an impact on artworks, even if it is performed outside the exclusion zone (for example vibration, dust and/or debris generated by drilling). Contact the DPS Contract Manager, who will liaise with DPS Art Collections to arrange for the removal or protection of artworks.
- 248 Contractors must:
- (a) give 14 days' written notice to DPS Art Collection if an artwork needs to be removed or protected to enable the Contractor to carry out their work. This request must be

- emailed by the DPS Contract Manager to art@aph.gov.au and include an accurate description of the planned work and plans/maps of area(s). Safety data sheets for materials to be used may be requested if there is a likelihood artwork will be exposed
- (b) notify DPS Art Collections of any changes to the planned and approved work schedule and/or area(s)
 - (c) ensure that the exclusion zone, identified by physical barriers, to be placed by DPS Art Collections, is in place
 - (d) report any accidental damage, incurred, observed, or suspected to the Contractor's immediate DPS supervisor, who will contact the Director of Art Collections.
 - (e) do not touch any artwork after accidental damage has occurred
 - (f) do not commence work prior to the agreed precautions being set up
 - (g) do not remove, re-hang or touch any artwork, and
 - (h) within a three-metre radius of any artwork, do not:
 - (i) carry out work
 - (ii) leave tools, barricades, or materials
 - (iii) clean tools, brushes, or clothing
 - (iv) work in the ceiling or remove ceiling tiles
 - (v) use chemicals, liquids, or powders, including solvents, lubricants, sealants, or paints.

249 Emergency contact details for DPS Art Collections are:

- (a) Director 02 6277 5259
- (b) Assistant Director (Collection Care) 02 6277 5303
- (c) Assistant Director (Programs and Engagement) 02 6277 5123
- (d) Projects Manager 02 6277 5034
- (e) Manager, Collection Care 02 6277 2765

250 For non-urgent queries please email art@aph.gov.au

Care and protection of furniture and furnishings

- 251 The *Parliament House Furniture Collection (PHFC)* is a unique furniture collection of national cultural heritage significance with a valued at more than \$50 million.
- 252 The PHFC comprises all loose and many of the fixed furniture items located throughout APH in public and restricted access areas including:
- (a) fixed furniture items such as the Concierge and Visitor Services Desks, Post Office writing bench
 - (b) furniture in DPS staff office areas
 - (c) furniture and furnishings in parliamentarians' suites
 - (d) furnishing items such as desk/table and floor lamps, leather/brass litter bins, bronze sign stands and barrier systems.
 - (e) marquetry wall and ceiling panels in the Marble Foyer, Cabinet Suite and Prime Minister's suite.

253 The Contractor must:

- (a) give 14 days' notice to the DPS Contract Manager if the work area includes or is near any loose or fixed furniture or furnishing items – including works to ceilings above. The DPS Contract Manager will consult with the PHFC Manager about the removal or protection of the items, including making temporary storage arrangements if required
- (b) not commence works until furniture is removed or protected to the approval of the DPS Contract Manager and the PHFC Manager
- (c) report any accidental damage, incurred, or observed, to the DPS Contract Manager
- (d) not place any equipment or materials against or on furniture items
- (e) not under any circumstances, stand on any loose or fixed furniture items
- (f) contact the PHFC Manager for any urgent matters relating to furniture
- (g) not use the furniture if clothing or hands are soiled.

254 Building works that generate a high level of airborne particles (steam, dust, smoke, spray and so forth) may still have an impact on furniture even if it is performed at a distance from furniture. Therefore, the Contractor must advise the DPS Contract Manager of this type of activity **prior** to proceeding.

255 Contact details for the DPS Parliament House Furniture Collection (PHFC) team are:

- a) PHFC via APHFurniture@aph.gov.au (preferred contact)
- b) Maintenance Services Help desk via dpsmainhelpdesk@aph.gov.au or 02 6277 5045

Care and protection of the floor finishes/coverings

- 256 If trolleys are used for the delivery of goods and materials, tools, and equipment, they must have wide rubber pneumatic wheels.
- 257 The floor finish/covering of all work and storage areas must be protected with carpet or bush blankets, with, if necessary, 18mm thick plywood sheeting on top or as directed by the DPS Contract Manager prior to commencing work.

Care and protection of ceiling tiles

- 258 When removing or handling ceiling tiles, hands must be clean, or clean white cotton gloves must be worn.
- 259 Plaster ceiling tiles are fragile and must be removed with care, as they are painted in-situ, the perimeter of the tile must be cut with a sharp blade before removal to avoid damage to the painted finish.
- 260 When access into a ceiling space is required, ceiling tiles must be removed, not left in the ceiling space, and stored in a safe place that does not obstruct general or fire access.
- 261 There are two types of metal ceiling tiles:
 - (a) the original ceiling tile. It must be noted that every third tile within the metal tile grid system has been secured and is not to be removed
 - (b) the new design that has no pop rivets but may have a round-donut white sticker.
- 262 Ceiling tiles that have been removed must be protected against damage by placing them on bubble wrap or underlay. If they are stacked, a layer of bubble wrap or underlay must be placed between them.

- 263 Tiles that have items of equipment mounted on them, such as smoke detectors, emergency lights and mobile phone aerials, must be replaced in the same location from which they were removed.
- 264 Ceiling tiles must be cleaned and replaced at the completion of work each day, with the acoustic backing correctly in position.

Use and storage of hazardous chemicals

- 265 Practical guidance for managing risks associated with of hazardous substances and dangerous goods, including chemicals, is specified in DPS WHS Procedure - Managing risks of hazardous chemicals.
- 266 The Contractor must ensure the safe management, storage, transportation, use, and environmentally safe disposal of all chemicals, poisons and other hazardous substances that they are authorised to bring onto the APH site.
- 267 The Contractor must:
- (a) notify their DPS Contract Manager before bringing any hazardous chemicals onsite
 - (b) provide an electronic copy of all SDS to the DPS Contract Manager, who will provide copies to the ChemAlert Administrator (TIO), the DPS WHS team and the Chief Warden
 - (c) hold minimum quantities onsite
 - (d) use paints, coatings and sealants with low or no volatile organic compounds (VOCs), if available on the market
 - (e) use environmentally friendly products, if available on the market
 - (f) use products that are the least hazardous to persons and the environment
 - (g) store all materials in approved containers segregated according to their Dangerous Goods classification
 - (h) use only appropriately trained, experienced, and licensed (if applicable) staff
 - (i) use only industry established and accepted work practices
 - (j) maintain an onsite register of all chemicals, poisons and other hazardous substances that must be used. As a minimum, the register must contain the following information:
 - (i) an SDS for each item
 - (ii) quantities, storage location and application location of each item
 - (iii) a record of staff training
 - (iv) a record of risk assessments performed.

Use and storage of gas cylinders

- 268 Contractors must adhere to the current relevant Australian Standards relating to gas cylinders, particularly with respect to:
- (a) providing suitable:
 - (i) solid, non-flammable, storage area(s)
 - (ii) safeguards to keep cylinders in the correct orientation and to prevent larger cylinders from falling over
 - (iii) segregation of full, empty, and mutually reactive gases

- (iv) ventilation (natural or mechanical)
 - (v) warning signage
 - (b) protection from:
 - (i) heat sources, shock, oil, grease, water, static electricity
 - (ii) access by unauthorised persons
 - (c) emergency management: containment of leaks, spills, and run-off
 - (i) firefighting apparatus
 - (ii) emergency evacuation plan and signage.
- 269 Under no circumstances are gas cylinders permitted to be left unattended in corridors or public areas of APH.

Trade Waste

- 270 Non-domestic liquid discharges (trade waste) must, by law, be approved by the [ACT Water Authority](#). This includes discharges from:
- (a) sewage plants and/or networks
 - (b) cooling towers
 - (c) rainwater filters
 - (d) rubbish bin enclosures
 - (e) sumps and bunds
 - (f) oil and grease traps, and/or
 - (g) stormwater directed to sewer networks.
- 271 Under the [Utilities Act 2000](#) (ACT) it is an offence to discharge into the water or sewerage network, any substance that is likely to interfere with the network, or form compounds that would be likely to interfere with the network, without consent from the [ACT Water Authority](#). Tolerances and restrictions include:
- (a) suspended or dissolved organic or inorganic solids and compounds
 - (b) excessive temperature, pH and flow rates
 - (c) oil and grease
 - (d) detergents or other chemicals, and/or
 - (e) substances that are radioactive, toxic, or heavy metals.

Environmental incidents

- 272 An environmental incident is any event that results in or has the potential to result in a significant adverse change to the environment.
- 273 Environmental incidents must be reported to the DPS Contract Manager DPS Environmental Manager, and the BMS Help Desk on 02 6277 5045 during an emergency to coordinate a response.
- 274 The Contractor, in conjunction with the DPS Contract Manager, must complete an *Environmental incident Report form*.

High voltage

- 275 All high voltage substations are labelled. Entry to a high voltage substation can be obtained only through DPS Electrical Services.
- 276 A person qualified in high voltage safety must be present during any period of access.

Power and lighting

- 277 All clauses found in this document regarding the Safety management plan for residual current devices must be read prior to working on electrical infrastructure.
- 278 **The following warnings must be observed when working on electrical infrastructure:**
 - (a) Current drawing and DB schedules may not be reflective of actual supply origin due to changes that have occurred as part of the DB Replacement Program.
 - (b) All lighting and power circuit origins should be verified by test before and after isolations.
 - (c) Existing power outlets and/or luminaires may be marked with incorrect circuit breaker/origin identification.
- 279 Live electrical work is prohibited without the written permission of the Assistant Director or delegate, DPS Electrical Services.
- 280 All electrical work, including the removal and installation of electrical cabling, must be performed by qualified electricians.
- 281 All electrical works must comply with the *DPS Standard Specifications*, current relevant Australian Standards, as well as local supply and regulatory requirements.
- 282 Commercial grade fibreglass ladders or equivalent must be used for all electrical work.
- 283 The use of aluminium ladders is prohibited.
- 284 All temporary installations must comply with the requirement of the current relevant Australian Standards and ACT Access requirements regarding certification and compliance with all safety and electrical works requirements.
- 285 A copy of the test reports and Certificates of Electrical Safety must be provided to the:
 - (a) DPS Contract Manager
 - (b) DPS Electrical Services.
- 286 At no time is any power tool to be connected directly to the building's electrical socket outlets unless the socket outlet is clearly identified as having R.C.D. protection.
- 287 Power tools must only be connected to the building's permanent wiring by one of the methods specified in the current relevant Australian Standards.
- 288 Double adaptors are not to be used in APH. Power boards must be for temporary use only and must contain in-built overload protection.
- 289 3-phase outlets are in certain Basement plant rooms. Use of these is subject to approval by the DPS Contract Manager.

Safety management plan - residual current devices

- 290 DPS Property Services has developed a Management Plan with strategies to manage associated risks and potential hazards with the removal of RCD protection. The following

approach has been reviewed and agreed by DPS Property Services in consultation with DPS Work Health & Safety.

DPS Electrical Services (DPSE) will inspect all distribution boards and carry out the following:

- (a) **Immediate Action**
 - (i) Apply warning labels to affected distribution boards so they are immediately visible as being modified.
 - (ii) Inspect all unlabelled boards prior to work in ceiling in-case modifications have been made, record modifications and label board if modified.
 - (iii) Any final sub circuits that have been modified and are no longer supported by Residual Current Device (RCD) and are supplied by a circuit breaker shall be isolated before work commences in the ceiling or in the immediate vicinity of the affected equipment.
 - (iv) Work in pairs for any live work where it is required.
 - (v) Use low voltage rescue kit for any live work when it is required.
 - (vi) Site inductions for relevant DPS parties and contractors by means of Take 5 and Tool-Box briefings will be conducted, informing parties that some lighting circuits do not have RCD protection fitted.
 - (vii) Briefings are to inform all DPS maintenance staff of the inherent issue and notice to all staff restricting access to ceiling spaces unless due precautions have been undertaken and advising not to cut/drill holes near lighting or power cabling without isolating relevant circuits in the work area.
- (b) **Mid-Term Action** (commence three to six months from date of approval)
 - (i) DPS Electrical will complete a review of impacted distribution boards and assess the circuits which have already been changed to circuit breakers. The evaluation will identify circuits that have tripped frequently, and electricians will test the relevant circuit and light fittings where accessible. Where a circuit or light fitting has been identified as the cause of the fault, rectification works will commence to address the issue at the time if possible. Issues involving complex and or significant rectification works will be identified and programmed accordingly.
 - (ii) DPS Electrical, as part of the remedial works, will trial different brands of RCD protection on the problematic circuits to assess breaker sensitivity of the Schneider product in comparison with others.
- (c) **Long Term Solution** (commence 12 to 18 months)
 - (i) In association with building design specifications, Project Delivery section will progress the project to replace light fittings and controls within APH and reinstate RCD protection to the electrical lighting circuits.

Tagging of equipment

- 291 Contractors must be responsible for their own electrical safety and must ensure that all leads, sockets, plugs, and equipment are in good, safe working condition and have the appropriate tool check tag attached in accordance with the current relevant Australian Standards.
- 292 DPS Electrical Services will not undertake inspection or tagging of Contractors' or non-DPS supplied equipment, devices, or appliances.

Operation of vehicles and mobile equipment

- 293 The operation of any vehicles or mobile equipment within APH must be in accordance with the DPS WHS Procedure - *Safe operation of vehicles at Parliament House*.
- 294 Contractors and their staff must be certified and have a licence with them to operate elevated work platforms.
- 295 Appropriate PPE must always be worn while operating vehicles and mobile equipment.

Using machinery

- 296 Machinery work must be performed in a workshop wherever possible.
- 297 Contractors must ensure that all personnel are kept at a reasonably safe distance from the point of operation of any tool while it is being used.
- 298 Power-driven belts, chain drives, fly wheels, gears and so on must always be adequately guarded for the Contractor's own protection.
- 299 Any unguarded machinery must be reported to the Site Supervisor, Foreman and/or DPS Contract Manager.

Power tools and equipment

- 300 The use of internal combustion engines to drive power tools and equipment, unless operated with a catalytic converter, are not permitted within APH. The preference is for LPG or pneumatic powered tools and equipment.
- 301 Permission may be granted to use tools that have the capacity to fire a projectile. The Contractor must apply for approval through the DPS Contract Manager.
- 302 **High-velocity power actuated tools must not be used in APH under any circumstances.**

Noise management

- 303 High noise areas in the building are signposted. Contractors must always use appropriate PPE and limit exposure in these areas and when working with or near equipment that creates noise.
- 304 Contractors must comply with the DPS WHS Procedure - Managing noise and preventing hearing loss.
- 305 Contractors should be aware that the building is operational 24/7. Accordingly, a detailed program of work needs to be approved by the Commonwealth Officer before any works can proceed. This will be inclusive of any Safe Work Method Statements should they be requested.

Working within landscaped areas

- 306 The area of work and any required tree protection zones are to be identified by the Contractor, DPS Contract Manager, and a representative from DPS Landscape Services before commencement of work. The area of work must be fenced off by the Contractor with fencing pickets and plastic webbing.
- 307 Any damage to the landscape that is caused by the Contractor will be rectified at the Contractor's expense by the Contractor or DPS Landscape Services.
- 308 Care must be exercised when using water, especially when under high pressure. Runoff water is to be directed away from lawns and gardens via plastic sheeting to drains.

- 309 No waste products are to be disposed onto the lawns or garden beds or into the sewer or stormwater drains (for example chemicals, solids, concrete, cement or boiling waste).
- 310 Any damage to the landscape or general infrastructure is to be reported immediately to the DPS Contract Manager.
- 311 Contractors are not to begin any excavation work in the landscape, either by hand or by machine, without prior approval from DPS Landscape Services and an approved *Authority to Dig or Core in Designated Area*.
- 312 At the end of each working day all rubbish is to be removed from the garden beds and turf areas.
- 313 DPS Landscape Services will not provide any tools or equipment to Contractors.

Care and protection of turf areas

- 314 Any mobile equipment or machinery that is required to travel across a turf area must have tyres suitable for turf use and have low-pressure tyres with a low ground weight to reduce compaction, and they must be non-lugged with a tread.
- 315 Any machinery that does not meet the above requirements and is required to move across turf areas must be driven over a layer of 18 mm thick plywood sheets (2400 mm x 1200 mm) laid on the turf.
- 316 All sheets must be removed from the turf each night and re-laid when required.
- 317 Avoid using the same path constantly.
- 318 Any damage to turf areas will be repaired by the Contractor or DPS Landscape Services at the Contractor's expense.

Care and protection of trees and shrubs

- 319 Trees or shrubs must not be pruned, and all necessary care must be taken to avoid damage to trees.
- 320 The Contractor must provide temporary protection to trees that are nominated by DPS Landscape Services. The protection must consist of 75 to 100 mm x 25 mm timber battens placed around the tree and held in place by four strands of fencing wire with a plastic 'safety webbing' fence placed at the drip point of the tree (the outer edge of the canopy).

Care and protection of the irrigation system

- 321 If the irrigation system is to be interrupted, approval must be given by DPS Landscape Services.
- 322 All modifications to the irrigation system pipe work or wiring must be inspected by the DPS Contract Manager and DPS Landscape Services prior to backfilling of trenches.
- 323 Any damage to the irrigation system by the Contractor will be repaired by the Contractor or DPS Landscape Services at the Contractor's expense.

Access and delivery of equipment and materials

- 324 All access to internal courtyards will be by prior arrangement with the DPS Contract Manager.
- 325 If glazed links must be used for the delivery of equipment and materials, then all surfaces must be protected with felt or rubber mats.

- 326 Large equipment and materials must be itemised and submitted to the DPS Contract Manager for the purpose of arranging security screening at the Loading Dock.
- 327 Towing of any large equipment and materials up to the courtyards from Parliament Drive requires five working days' notice and is subject to approval by DPS Landscape Services.
- 328 DPS Landscape Services will be available to assist between 6:30 am and 2 pm during summer and between 7:30 am and 2:30 pm during winter, Monday to Friday.
- 329 Delivery of equipment and materials to courtyards will not be permitted if conditions are too wet or frosty on the turf. DPS Landscape Services will make the decision on the day.
- 330 DPS Landscape Services staff will not assist in loading or unloading of equipment and materials. The Contractors are to provide their own resources.
- 331 Equipment and materials must not be stored within the gardens unless prior arrangements have been made with DPS Landscape Services.

Room and suite identification

- 332 Areas and spaces within APH have a designated location based on defined naming and numbering conventions.
- 333 Room numbers are based on the building section and level e.g., 1E.G.038 (Area 1, Sub-area E.ground floor.Room number). In the office environment, the room number is usually displayed on the door jamb leading into the room. Room numbers are also given to external landscaped areas.
- 334 Suite names and numbers are based on the building area and level e.g., S1-43 (Senate wing, first floor.Suite number). The suite number is typically displayed on a plaque adjacent to the entry to the suite. A suite may contain a number of rooms within it and each room will have its own room number.
- 335 Room and suite designations are shown of architectural plans.
- 336 Where a room or space is appreciably changed, the new/modified area will be assigned a new room number by DPS. Room numbers will not be re-assigned. Suite numbers may be re-assigned by DPS.
- 337 Suite and room names and numbers are managed within a common registry. The Strategic Maintenance Planning team administers this registry and allocates the identification numbers.

Maintainable equipment

- 338 Maintainable equipment is any item of plant or equipment that will require some form of maintenance or inspection.
- 339 DPS manages its maintenance responsibilities through the SAP Plant Maintenance module (SAP-PM). All plant and equipment requiring maintenance will be uniquely registered in SAP-PM.
- 340 A small registration number label will be affixed to maintainable plant or equipment. The registration number cannot be re-used or transferred to another item of equipment.
- 341 For maintainable plant and equipment, any addition, removal, replacement, relocation, and deletion or if an item has been made inoperable or inactive must be reported to the

Strategic Maintenance Planning team. The DPS Contract Manager can provide the [Equipment Registration Form Guide](#).

- 342 The Strategic Maintenance Planning team can be contact on MaintenancePlanningReporting@aph.gov.au.
- 343 Accurate building and systems information is paramount to the on-going and safe operation of the building.

As Constructed information

- 344 The Contractor must accurately record all changes to the building fabric and/or infrastructure, plant and equipment.
- 345 The Contractor shall provide copies of the As Constructed data to the DPS Contract Manager. This includes but is not limited to:
- (a) drawings, diagrams and sketches, as per the [DPS Standard for Project Documentation Drafting Standard \(for External Contractors\) Version 3](#)
 - (b) operation and maintenance manuals, as per the DPS Standard for Project Documentation [Operation and Maintenance Manual\(s\) Template and Guidelines \(for External Contractors\) Version 3.1](#), and
 - (c) tables, schedules, technical data sheets and any other data relevant to accurately capturing changes onsite.
- 346 The DPS Contract Manager will submit this data to the TIO office for the purpose of updating the technical information for APH.

Feedback

To assist DPS in maintaining a workable standard, DPS appreciates and values feedback from users of this document. If you wish to report any issues or suggest improvements, our contact details are as follows:

Department of Parliamentary Services
Technical Information Office
Planning and Quality Branch
Australian Parliament House
PO Box 6000
Canberra, ACT, 2600
PHSiteBook@aph.gov.au