

GOVERNMENT HOUSE NORTHERN TERRITORY



PROCEDURES AND INSTRUCTIONS

INDUCTION AND SITE RULES FOR CONTRACTORS

2020-2021

(V.24JUNE2021)

Government House Estate comprising Government House and the Administrator's Offices, is committed to ensuring a safe workplace as far as is reasonably practicable.

In order to ensure that Contractors are provided with sufficient information regarding Government House Estate to be able to complete their tasks safely and in line with the *Heritage Act* and *Burra Charter*, all Contractors are to review and acknowledge the information contained in this document.

GOVERNMENT HOUSE ESTATE WORKPLACE RULES

- It is the responsibility of all persons entering Government House Estate to obey instruction issued by Government House Estate regarding specific site safety. It is expected that people within Government House Estate comply with any heritage requirements, site rules, safety management procedures and safe work practices as instructed.
- All Contractors must disclose if any person (staff member or subcontractor) appointed to work within Government House Estate has a criminal conviction. A decision whether it is appropriate for that individual to work onsite will be made at the discretion of the Government House Official Secretary to the Administrator.
- All Contractors must provide a current national police check prior to undertaking any work within the Government House Estate. For online applications visit www.crimecheckaustralia.com.au.
- All Contractors are to adhere to the [*Code of Conduct*](#) whilst working within Government House Estate.
- A Government House Estate staff member will be appointed as the primary point of contact for Contractors and act as the Government House Estate Representative for that Contractor. The Contractor will be provided with contact information for that Representative.
- All communication must be with the appointed Government House Estate Representative only.
- Contractors are to 'sign in' on arrival and 'sign out' on exiting the premises when attending Government House Estate. Registers are located outside the Maintenance Officer's Office at Government House, 29 The Esplanade Darwin and at Reception at the Administrator's Offices, 14 The Esplanade Darwin.
- Contractors are to remain at the designated work area and refrain from wandering throughout the complex without a staff member escorting them.
- Contractors are to make no comment to public or media. All enquiries are to be redirected to Department of Chief Minister & Cabinet (DCMC).

- Contractors should attempt at all times to minimise inconvenience to Government House Estate occupants and members of the public.
- Contractors who are exposed to confidential or sensitive information may not disclose such information to any third party.

By signing page 8 of this document, you agree and acknowledge that you will:

- a. not use any confidential information other than for the purposes of delivering the contracted service;
 - b. not disclose any confidential information other than to those personnel to whom it is necessary for the purpose of delivering the contracted services; and
 - c. not reproduce any confidential information in any medium or format except where required for the purpose of delivering contracted services.
- Failure to comply with the obligations under this section may result in legal action. Where any issues of safety arise the Contractor is to consult their Government House Estate Representative to allow the matter to be resolved.
 - All injuries, accidents or incidents / near misses are to be reported to the Government House Estate Representative. An injury report form must also be completed.
 - If anyone witnesses an unsafe act, that person is obliged to cease the activity to prevent harm or damage, and report it to the Government House Estate Representative.
 - Areas of work are to be kept reasonably clean and maintained free of hazards. No material and/or equipment shall be left unattended within Government House Estate where it may look unsightly or present a hazard to occupants and/or visitors.
 - Contractors must remove all debris associated with their work within Government House Estate at the end of each day.
 - Appropriate language and conduct maintained onsite at all times. No music is to be played onsite, to avoid any disruption to the delivery of the Administrator's program.
 - Smoking is not permitted on the grounds of Government House Estate and the smoke-free policy must be adhered to at all times.
 - A copy of the Asbestos Register is available outside the Maintenance Officer's Office and at Reception next to the Contractors 'Sign In/Out' Register.

- Locations of amenities, first aid kits, emergency equipment, emergency evacuation routes and assembly points will be provided to Contractors by the Government House Estate Representative prior to commencing work.
- The identity of the workplace [First Aid Officer and Emergency Response Warden](#) will be provided to Contractors by the Government House Estate Representative.
- In the event of an emergency evacuation within Government House Estate, Contractors are to follow Government House Estate staff directions.
- Emergency Evacuation Assembly Points:
 - At Government House, the assembly point is on the Top Lawn inside the front fence.
 - For the Administrator's Offices, the assembly point is across the road at Survivor's Lookout opposite Office 2.
 - In the event of a large function in progress at Government House, or a Port Emergency Evacuation and the warning signal is activated, the assembly point is the Forecourt of Parliament House.
- Parking is not permitted onsite at Government House, unless access to tools is required. On entering the gates to Government House, Contractors are to drive left and down the hill to park on the concrete driveway near the loading bay. On-street parking via Darwin City Council is available opposite the Administrator's Offices for a fee.
- All workers on site prior to commencement of '*High Risk Work*' (as defined by the Guidance located on pages 6-7) are to prepare a *Safe Work Method Statement* (SWMS) and submit this to the Government House Estate Representative.
- Any hazardous substances brought on site or used by the Contractor are to be accompanied by a Safety Data Sheet and controls noted in the SWMS.
- Contractors are to ensure Personal Protective Equipment (PPE) appropriate to their work is worn and noted in their SWMS.
- All items of electrical equipment are to have current Test and Tag inspections, and to be used in conjunction with earth leakage circuit breaker or Residual Current Device (RCD).
- All ladders, elevated work platforms (EWP) or similar are to be of an industrial standard and used in accordance with operators' manual / instructions and noted in the SWMS.

- Manual handling over 20kg is strongly discouraged and where possible such manual handling tasks are to be completed in a two person lift, or by using a mechanical lifting device (trolley or similar).
- Update briefings with the Government House Estate Representative are to be completed prior to the commencement of each work day where new or changed circumstances or safety issues arise.

Where the Contractor is on a period contract, or frequently required to access Government House Estate outside of normal working hours, alternate arrangements for briefings can be discussed and formalised with the Government House Estate Representative.

INDUCTION GUIDANCE

Important Numbers

Ambulance	Dial 000	wait for operator prompts
Fire Response	Dial 000	wait for operator prompts
Police	Dial 000	wait for operator prompts
Government House Estate Representative	Dial 0401 115 547 (Maintenance Officer) or Reception 8999 7103	

Although not all are relevant to Government House Estate, high risk construction work is defined by the *Northern Territory Workplace Health and Safety Act & Regulations 2011* as construction work which:

- involves a risk of a person falling more than 2m; or
- is carried out on a telecommunication tower; or
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- involves, or is likely to involve, the disturbance of asbestos; or
- involves structural alterations or repairs that require temporary support to prevent collapse; or is carried out in or near a confined space; or
- is carried out in or near:
 - a shaft or trench with an excavated depth greater than 1.5m; or
 - a tunnel; or
 - involves the use of explosives; or
 - is carried out on or near pressurised gas distribution mains or piping; or
 - is carried out on or near chemical, fuel or refrigerant lines; or

- is carried out on or near energised electrical installations or services; or
- is carried out in an area that may have a contaminated or flammable atmosphere; or
- involves tilt-up or precast concrete; or
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- is carried out in an area in which there are artificial extremes of temperature; or
- is carried out in or near water or other liquid that involves a risk of drowning; or
- involves diving work.

Any tasks involving the above are to be assessed and documented prior to commencing work using a Safe Work Method Statement (SWMS)

INDUCTION DECLARATION

Deliberate failure to comply with safety requirements will result in the following by the Government House Estate Representative to remedy non-conformance.

If no resolution can be reached through consultation then further action may be taken by Government House Estate including removal of the contractor from the site.

I understand and agree to comply with all items listed on the Government House Estate induction form at all times whilst working there.

The following form **MUST** be completed and returned at least two business days prior to commencing work within Government House Estate.

Surname		Given name	
Company Name and Address		Company Contact Person and Number	
Project name			
Access start date: Access end date:			
Signature:			

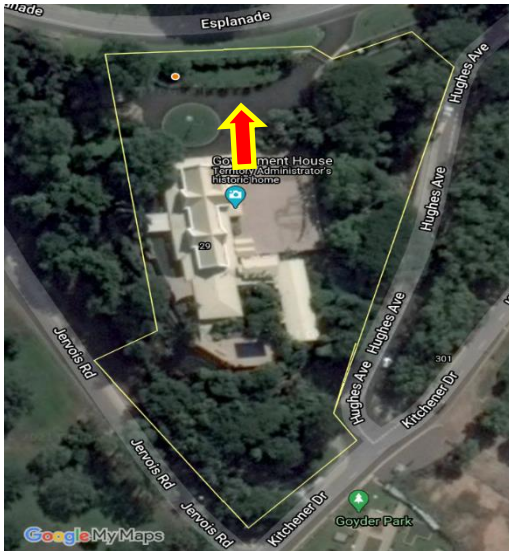
COMPLIANCE

I have read and understand the Government House Estate Induction and Site Rules and agree to comply with these at all times when working within Government House Estate.

This signed page of the induction form is to be returned to be scanned and entered into TRM.

Emergency Assembly Points

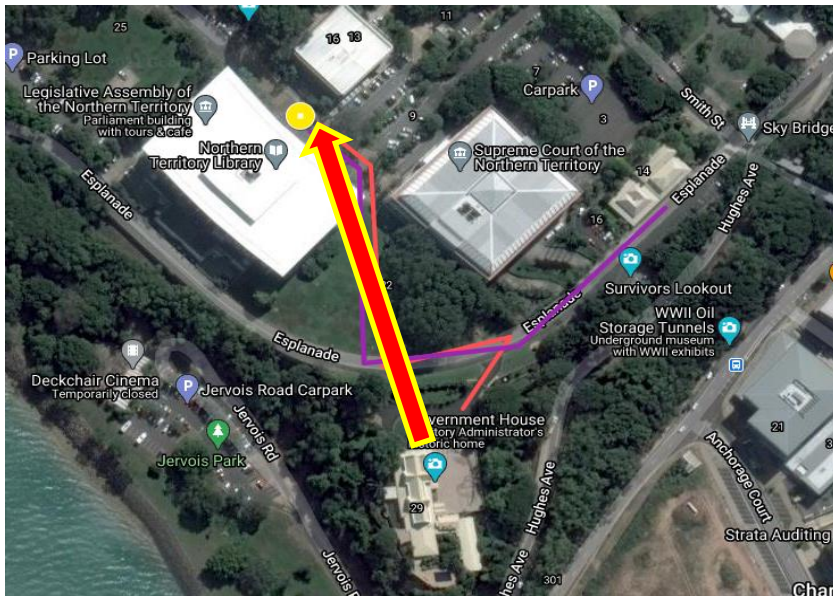
Government House:



Administrator's Offices:



Darwin Port Emergency Evacuation (Air Raid Siren):



CODE OF CONDUCT

For Contractors working at Government House Estate

<ul style="list-style-type: none">▪ Contractors must sign site register on arrival and departure
<ul style="list-style-type: none">▪ Contractors check asbestos register for areas of work and sign the register if asbestos is present in that area
<ul style="list-style-type: none">▪ Special care must be exercised when undertaking work on heritage buildings and surrounding grounds
<ul style="list-style-type: none">▪ Contractors are to stay at designated work areas and refrain from wandering throughout the complex
<ul style="list-style-type: none">▪ Smoking is prohibited at government house or grounds
<ul style="list-style-type: none">▪ Dress standards must be neat and tidy, shirt, shorts and sturdy footwear – no thongs
<ul style="list-style-type: none">▪ Appropriate language and conduct maintained at all times
<ul style="list-style-type: none">▪ Work areas must be left clean and tidy at the end of each day
<ul style="list-style-type: none">▪ Stores and equipment must be stored off site unless alternate arrangements have been made with management
<ul style="list-style-type: none">▪ Safe working practices must be promoted and maintained
<ul style="list-style-type: none">▪ Accidents must be reported to management

Contacts:

Maintenance Officer: 0401 115 547

House Manager: 0401 115 541