



**Northern
Territory
Government**

Department of Health
and Community Services

TENNANT CREEK HOSPITAL

SITE RULES

FOR

CONTRACTORS, SUB CONTRACTORS AND TRADESPERSONS

Edition 4

SEPTEMBER 2011

I/We (the Contractor) have read the enclosed rules and agree to comply therewith for the duration of the work.

Contract Number.....

SIGNED:

.....
(PRINT NAME)

DATE:

Please sign and return this page to the Maintenance Manager

GENERAL INFORMATION

The activities of the Contractor within the precincts of the Tennant Creek Hospital and within the meaning of these Rules shall remain at all times under the control of the Maintenance Manager (MM) or his appointed delegate.

The Maintenance Manager is currently located in the Boiler house at the north end of the Hospital and may be contacted as follows:

During normal office hours:

Monday to Friday - 0730 hours - 1200 hours
1300 hours - 1551 hours

Telephone: 896 24279 Mobile 0401 114 051

Fax: 896 24311

email: geoffrey.mcdonough@nt.gov.au

Outside normal office hours:

Telephone:896 24279 - ask for the on-call maintenance officer to contact you by leaving your phone number, or if calling from within the hospital, dial 999 from any in-house telephones.

By Mail:

Department of Health and Community Services
Tennant Creek Hospital
P.O. Box 346
Tennant Creek NT 0861

OCHRE CARD

Working With Children Clearance

From 1 March 2011 it will be mandatory in the Northern Territory for all those in child-related employment to have a Working with Children Clearance, under section 187 of the *Care and Protection of Children Act*. The intent of this section of the Act is to prevent people who pose a risk to children from working with them in either a paid or voluntary capacity.

Whilst at the Tennant Creek Hospital any employees, contractors, sub contractors, self employed persons or volunteers whose employment or engagement involves contact or potential contact with children must have a current Ochre Card.

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**TENNANT CREEK HOSPITAL SITE RULES (THE RULES) FOR CONTRACTORS,
SUBCONTRACTORS AND TRADESPERSONS ENGAGED TO UNDERTAKE WORK ON
ASSETS WITHIN TCH**

1. Requirements for Commencing Work

The Contractor shall ensure that the works under the Contract are carried out in compliance with the Site Rules.

The contractor will sign the front cover of the Site Rules and return to the MM acknowledging that they have read and understood the terms and conditions prior to commencing work

The Contractor shall not be permitted to commence on site until issued with an identification badge by Maintenance Services.

The Contractor shall not commence work on site, including establishing materials and/or equipment on site without the prior approval of the MM.

The Contractor shall submit a Method of Working Plan to the MM prior to the commencement of work on site.

The MM shall, subject to agreement with the Contractor on the Method of Work Plan:

- (a) Arrange issue identification badges for personnel identified by the Contractor as being required to carry out work on site, and
- (b) grant permission to commence work on site.

2. Evacuation Procedures

Normal Working Hours Contractors are required to put name and contact number, (either mobile phone or pager) on contractors board in **Maintenance Services Office**, together with location of work area.

If evacuation becomes necessary, contractor will be contacted by Maintenance Department staff and advised.

Outside of Normal Working Hours Contractors are required to let hospital on call maintenance staff know the relevant details referred to above..

Security or another hospital staff member will advise if evacuation becomes necessary.

3. Contractors Identification

All personnel carrying out works under the contract for or on behalf of the Contractor shall wear an TCH identification badge at all times when on site which shall be signed for.

The TCH identification badges must be returned to Maintenance Services on completion of the works under the Contract.

4. Method of Working Plan

The Method of Working Plan to be agreed between the Contractor and the MM shall show:

- (i) Contractor's site representative.
- (ii) Number of persons to be working on site.
- (iii) Starting date for work on site.
- (iv) Required access to work site
- (v) Working hours on site.
- (vi) Materials to be stored in TCH.
- (vii) Equipment/machinery to be stored at TCH.
- (viii) TCH workshops and/or equipment required for use eg. trolleys, ladders, trestles, scaffolding, test equipment, hand tools and stores issue items.
- (ix) Hospital services to be isolated during execution of the works.
- (x) Critical air conditioning plants required to be switched off or accessed during execution of the works.
- (xi) Required isolation of fire alarm systems.
- (xii) Access to ceiling space required.
- (xiii) Access to rising ducts required.
- (xiv) Required trenches or excavations.
- (xv) Required use of cutting, grinding and welding equipment (especially those likely to produce smoke, dust, fumes or heat) and flammable materials.
- (xvi) Method of disposal of site waste.
- (xvii) Any other matters considered by the MM to concern the orderly administration and operations of Tennant Creek Hospital.
- (xviii) Contractors liable for obtaining telecom, drainage, water and electrical plans prior to work commencing, and be responsible for damage and restoration.

5. Isolation of Services

Medical services are not to be altered or isolated without prior approval of the MM.

The Contractor shall provide at least 48 hours notice to the MM of the required isolation of any services.

The approval of the MM to the isolation of services must be obtained immediately prior to the isolation.

6. Critical Air Conditioning Plant

The Contractor shall not switch off or otherwise access the following air conditioning plants without prior approval of the MM:

UNIT 4:	Operating Theatres
UNIT 3:	Delivery Suite

The Contractors shall provide at least 48 hours prior notice to the MM of a requirement to switch off or access these units. Such notice shall include the expected duration of the required access. As elective surgery and visiting surgeons are often booked in weeks ahead there is no guarantee that approval will be given at the times sought.

Approval to switch or access the units shall only be given by the MM immediately prior to the commencement of such work.

7. Storage of Materials and Equipment

No materials and / or equipment shall be left unattended without the prior approval of the MM. The Contractor shall be responsible for the security of any such materials and/or equipment within the precincts of the TCH.

The storage of flammable materials shall not be permitted in TCH buildings at any time.

8. Contractors children

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

9. Animals

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

10. Inconvenience to Public and Occupants

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

The Contractor shall arrange the execution of works to minimise nuisance to the public and occupants of the TCH and to ensure the safety of occupied premises.

The Contractor shall not deviate from the access to work site included in the agreed Method of Working Plan without prior approval of the MM.

11. Removal of Rubbish

The Contractor shall not accumulate rubbish on the site or in the precincts of the TCH. Gangways and work areas must be kept clear and in clean and tidy condition.

Food scraps, milk cartons, drink containers and the like shall be deposited in rubbish bins and removed from site daily. All refuse of the contractor shall be removed from TCH by the Contractor.

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

Contractors will not interfere with plant and equipment other than that as required by the contract.

12. Food and Drink

No food or drink should be taken to or consumed in Plant Rooms , theatre and clinical areas with the exception of water containers.

13. Clothing

All personnel undertaking work at the TCH shall be dressed in a manner considered appropriate by the MM.

The minimum standard of dress required is **safety** foot wear (no thongs or sandals), clean shorts and shirt.

Special clothing provided by TCH must be worn in all sterile areas such as the Operating Theatre. Where long hair can become a hazard, it must be contained in a hair net.

14. Hours of Access

Access to the site for the execution of works under the Contract is permitted between the normal TCH office hours of 0730 - 1700 Monday to Friday.

When the Contractor desires access outside these hours the prior approval of the MM is required.

The Contractor must provide at least 48 hours prior notice to the MM of the desire to work outside normal office hours or other hours agreed in the method of Working Plan.

15. Use of TCH Workshops and / or Equipment

Unless prior approval of the MM is given, the use of TCH workshops and equipment is prohibited.

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

TCH will require and record a copy of such indemnity.

16. Compressed Air

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

Compressed air is NOT to be used for cleaning clothing, nor for hosing away dust from within the workplace.

17. Work in confined Places

A confined space is an enclosure having limited means of access and egress that also has poor ventilation. It is a space where, because of its location, contents, or work activity, there may be hazardous accumulation of gas, vapour, dust or fumes or the development of an oxygen deficient (less than 19.5%) atmosphere.

No contractor shall enter a confined space until its atmosphere has been checked to determine whether there is any hazard from:

Lack of oxygen

Toxic contaminants

Flammable or combustible contaminants

Extreme of temperature

Adequate lighting

No contractor shall enter a confined space without an assistant stationed outside. If you have any doubts about the purity of the air in a confined space, report the matter to Maintenance Services.

18. Safety Requirements

In addition to the requirements of the Work Health Act the following conditions apply:

before commencing any flame cutting or arc or gas welding operation, the contractor shall acquire a **hot work permit** from the Supervising Officer.

Contractors are to note that welding operations are not permitted in all areas of the hospital and issuance of a **hot work permit** will be subject to this consideration.

No fire door shall be wedged or chocked open at any time.

No exit shall be wedged or chocked shut at any time.

No door to a vertical rising duct shall be left open whilst unattended.

All electric hand tools, lights and the like must have earth leakage protection.

Trenches or excavations shall be fenced in accordance with N.T. Construction Safety Rules - Guide - Lines for Protective Fencing on Construction Sites.

19. Roof Plant Room Doors

Roof plant room doors are not to be chocked open, or left open or unlocked at any time whilst unattended.

20. Ladders

When using ladders for any purpose, ensure:

The ladder is placed on a firm footing and effectively secured to prevent outward or sideways movement.

The ladder is correctly positioned to an angle ratio of 1:4 (1metre out for every 4 metres of height)

When used for access to a higher level or working platform, the ladder must extend at least 1 metre above the landing place.

When using an extension ladder, the overlap of any two adjacent sections shall not be less than 3.5 rungs.

Under no circumstances must ladders be used with patent defects such as loose or missing rungs, cracked, splintered or warped stiles.

Ladders must not be painted unless in a clear preservative.

Ladders are to be taken down when not in use or otherwise unattended.

21. Hazardous Substances

Contractors should take care when using hazardous substances. Follow instructions given by manufacturer concerning ventilation of the area and general use of these materials.

Make sure that the material Safety Data Sheet is available before using any hazardous substance.

22. Smoke Detection and Fire Alarm Systems

Prior to undertaking any work which may produce smoke, fumes, dust or heat the Contractor shall ensure that the Fire Alarm Systems are effectively isolated. Prior approval of the MM is required to isolate these systems.

The Contractor shall provide at least 48 hours prior notice to the MM of the requirement to isolate Fire Alarm Systems. Approval of the MM will only be given immediately prior to the isolation of these systems.

The Fire Alarm Systems must be reactivated immediately on completion of the work requiring the isolation and/or at the vacating of the site at the direction of MM. Contractors will be required to pay for any false alarms they generate.

23. Fire Precautions

Contractors must familiarise themselves with the Hospital fire evacuation procedures and the appropriate assembly points. They should discuss any problem which could occur with Maintenance Services.

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

24. Storm Precautions

During the period 1 October to 30 April the contractor shall ensure that unfinished work, equipment, sheds, boardings, materials and any other movable items on the site, are protected, stored, or secured to the extent necessary to ensure that in strong wind conditions they will not be a danger to persons or property because of collapse, movement or any other cause.

25. Restricted Areas

Access to the following areas can be had only with the prior approval of the MM:

- Operating Theatre
- Central Sterilising Department
- Electrical Sub Station HV and LV
- Boiler House
- Mortuary
- Air Conditioning absolute air filters on all plants
- Pharmacy
- Plant Rooms
- Laboratory/Pathology

The approval of the MM shall be given immediately prior to access being taken.

26. Smoking

The TCH is a smoke free environment and smoking is not permitted inside any buildings or the hospital grounds

27. Inspection of Areas

Arrange inspection of areas where drilling or coring of walls, floors or ceilings are to be carried out and follow up inspection to ensure the holes have been fire stopped (if required), at the completion of the works

28. Excavations and Trenches

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

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

Plant, equipment and materials must not be placed or operated so near the edge of excavations or trenches that collapse may result.

29. Ceiling Tiles and Hatches

Ceiling tiles removed and ceiling hatches opened during the course of work shall be replaced or closed whenever the site is to be unattended unless otherwise permitted by the MM.

30. Telephones, Mobile Phones and Two Way radios

In house hospital telephone shall not be used by Contractors except for contacting the MM.

Mobile telephones are to be **TURNED OFF** on entry to patient treatment areas within Tennant Creek Hospital as indicated by signs.

Two Way radios **MUST NOT BE USED** in areas of Tennant Creek Hospital where this is indicated by signs.

31. Radio/Cassette Players

The use of earplug or headset type devices is banned during working hours or whilst driving on road type plant and equipment.

The use of audible radio/cassette players is permitted in amenity areas, and only in other areas at the discretion of MM.

32. Biohazard Injuries

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

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

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

BASIC FOUR STEPS TO REPORT BIOHAZARD INJURY

- Tell the Maintenance Services manager immediately
- Report to Emergency Department in person
- Phone details of accident to Infection Control through the Hospital Maintenance Services Manager.
- Fill in accident form

33. Immunisations

It is recommendation that personnel working in the hospital environment have completed their childhood vaccinations and maintain their own immunisations against Hepatitis B, and Tetanus.

34. Hygiene

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

An acceptable standard of rubbish disposal

Regular removal of all rubbish to prevent rodent and insect infestations.

35. Sunburn and Skin Cancer

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

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

Wear a hat with a broad brim.

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

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

36. Key Issues and Returns

The contractor will require dedicated keys for access to plant rooms, rising ducts, boiler house, electrical sub stations, switchboards and the like. Appropriate keys will be issued by the MM to bona fide contractors. The contractor or his accredited representative will be required to complete a KEY ISSUE form detailing the company particulars, location type and duration of work and details of key(s) issued. Upon completion of work the key is to be returned to the MM and the key issue form acquitted. In some circumstances keys must be

returned each day and re- issued the following morning. This will be made clear at the time of issue if this restriction applies

NOTE: Keys are an accountable item and the contractor may be liable for penalties if keys are not returned. These will be pointed out at time of issue.

37. Building Management System

The majority of the plant around the hospital is controlled and or monitored by an external BMS configured to detect and alarm an abnormal plant condition. It is essential that contractors do not indiscriminately switch plant on or off anywhere in the hospital without prior consultation with the MM. Contractors are required to notify the MM upon completion of the work involving mechanical plant, as once stopped, plant can only be started from the Maintenance Services Office and all alarm suppressions must be removed.

38. Gross Misconduct

Any contractor proved to have been involved and/or engaged under any of the following items may be liable to instant cancellation of contract and further criminal proceedings by the Territory Health Services.

Unauthorised removal or interference with any protective device, the unauthorised operation of any item or machine, plant or equipment.

Damage, misuse or any interference with any item of fire fighting equipment.

Unauthorised removal or defacing of any label, sign or warning device provided in the interest of safety, health and welfare.

Misuse of any chemicals, inflammable or hazardous substances or toxic materials.

Smoking

Dangerous horse-play or playing practical jokes which could cause accidents.

Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.

Misuse of compressed air or pneumatic equipment.

Overloading of any lifting equipment or any company vehicle.

Being under the influence of intoxicating liquor, drugs or similar substances.

Theft or malicious damage of hospital plant or equipment

39. Information privacy Code of Conduct

Contractors are to adhere to the “Information Privacy” Code of Conduct.

The following is a brief summary of the standards covered in this code which would relate to contractors working on site.

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

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

Penalties under the Criminal code/Medical Act/Community Welfare Act/ Notifiable Diseases Act/Adoption of children Act/Cancer Act range from fines up to \$20000 to five years imprisonment.

40. Definitions

For the purpose of these rules the following definitions apply;

- “TCH”** means the Tennant Creek Hospital and its environs
- “MM”** means the TCH Hospital Maintenance Manager or his appointed representative.
- “Supervisor”** means the Hospital Maintenance Manager or his nominated officer.
- “Site”** means the area of the TCH made available to the tradesperson for the purpose of undertaking work on a TCH asset and as approved by MM.
- “Tradesperson”** means a Contractor, Sub-Contractor, tradesperson engaged or employed for the purpose of undertaking work within THC.
- “Undertaking work”** means performing construction or repairs and maintenance type work under contract or by other means.
- “BMS”** means Building Management System, the control room of which is located within the Maintenance Managers office.