

ALICE SPRINGS HOSPITAL

SITE REGULATIONS FOR

VISITORS,

CONTRACTORS,

SUB-CONTRACTORS,

TRADESPERSONS &

EMPLOYEES.

Site Rules V5.02

Revised 26 May 2016

***** IN CASE OF EMERGENCY *****

Dial * (three stars)**

State the type of emergency code of Fire, Evacuation, Bomb Threat, Medical Emergency, Personal Threat, Internal Emergency or External Emergency.

The "Alice Springs Hospital & Campus Emergency Procedures Booklet" is available at all internal phone outlets.

***** IMPORTANT NOTIFICATION *****

Contravention of any of these rules and regulations may result in the offender being excluded from the ASH site, be liable to dismissal or cancellation of contract and be subject to criminal proceedings under Commonwealth and Northern Territory laws and legislation.

The duration of any exclusion shall be at the discretion of the Manager Engineering Services in consultation with Hospital Management.

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ALICE SPRINGS HOSPITAL SITE REGULATIONS (THE RULES) FOR VISITORS,
CONTRACTORS, SUB-CONTRACTORS AND TRADES PERSONS ENGAGED
TO UNDERTAKE WORK WITHIN THE ALICE SPRINGS HOSPITAL.

1. Definitions

For the purpose of these rules the following definitions apply:

DEFINITION	MEANING
ASH	The Alice Springs Hospital and its environment.
Biohazard Injury	Injuries where blood/body fluids from one person have entered tissue of another person.
Consultant	A professional person or entity that provides expert advice or specialist services of a technical nature.
Contractor	A person or entity that contracts to furnish supplies or perform trade work at a tendered price or rate.
IC / ICO	Infection Control or Infection Control Officer responsible for management and advice on matters relating to prevention of the transmission of disease.
MES	The Alice Springs Hospital Manager Engineering Services or delegated officer
Needle Stick Injury	An injury as a result of penetration of the skin by a used medical needle or other sharp object.
Person	An individual, group of individuals, organisation or entity on site in performance of some duty or work other than patients.
Site	The whole or any separate part of ASH made available for the purpose of performing any specific function or activity as approved by the ESM.
Trades person	A specialised person or group of persons engaged for the purpose of performance of any specific trade based function within ASH.
Undertaking	The act of someone who performs any task or responsibility under a contract or agreement.
Visitor	Any person or entity that enters upon any part of ASH for purposes other than performance of a paid function.
WHS	Work Health & Safety that complies with Work Health & Safety (National Uniform Legislation) Regulations 2011
Works	Any action involving performance of a duty under a request or contract made by ASH or its agents.

2. Hours of Access

Access to the site for any purpose is permitted only between the normal working hours of 0730 to 1600, Monday to Friday, unless prior approval is given by the MES.

Work within wards that creates noise, disruption or disturbance is prohibited within the Main Ward Block on any day of the week unless prior approval is given by the MES.

Provide a minimum of 48 hours notification to the MES such that a further 48 hours notice may be provided to ASH staff in the area affected by the works, of the desire to perform works outside normal office hours or other hours agreed in the method of Working Plan.

3. After Hours Call Procedure

Specified staff and contractors are on call for attendance on urgent defects and faults in operation.

Contact with on-call staff is available through the Switchboard telephone and paging system.

On arrival on site after normal hours:

Contact Switchboard by dialling 999 on any internal phone or 89517777 by outside phone. Advise the switchboard staff of the name of the attending person, location and reason for attendance on site.

On departure from site after normal hours:

Contact Switchboard by dialling 999 on any internal phone or 89517777 by outside phone. Advise the Switchboard staff of the status of the reason for attendance on site.

4. Permit to Work

Works to be carried which are covered by the Site Rules clauses 20, 28, 29, 33, 37, 38, 40 and 48 will require a Permit to Work form to be lodged to the Engineering Services Department.

5. Restricted Areas

Access to the following areas must be approved by the MES:

- Operating Theatre.
- Delivery Suite.
- Intensive Care Nursery.
- Intensive Care Unit.
- Central Sterilising Department.
- Electrical Sub Station HV and LV.
- Lift Motor Rooms.
- Fire Sprinkler Control Rooms.
- Boiler House.

- Mortuary.
- Sterile Air Conditioning units or filter chambers.
- Pharmacy.
- Basement and all other Plant Rooms.
- Pathology.

Prior arrangements must be made to enter any of these areas and approval granted before access will be allowed for any purpose.

Special conditions are in force for each of these areas. It is the responsibility of the requesting person to be aware of and to conform to these requirements, the cost of which will be borne by them self.

Visitation to these areas may require the accompaniment and supervision of nominated ASH officers.

6. Requirements for Attending Site

Attendance on site is subject to prior notification and specific conditions.

All persons entering the Hospital for whatever reason must ensure that they comply with these regulations.

Contractors shall not enter, store materials, place equipment or commence work on site without the prior approval of the MES.

Contractors who perform any works that require licensing must ensure that the license is current and shall provide a copy of such license to the MES prior to commencing work. Such licenses may include electrical workers and contractor's licenses, plumbing and gas licenses, data cabling licenses, refrigerant gas licences, boiler attendant's licences, lift operating licenses and other trades that require issue of permits, certification or other documentation for performance of the works.

In case of emergency, all persons must obey any order deemed necessary by the MES.

7. Attendance Record

All persons must record attendance in the Attendance Record log book located in the Engineering Services office that includes details of their organisation, name and the area in which they will be working.

A full record of name, contact number, ID number, date, start and end times are required to be entered in the log book for every visit.

8. Personal Identification

All persons entering the Hospital will be issued with, and must wear on clear display, an identification badge and high visibility vest marked with Engineering Services insignia provided by the MES.

No identification badge may be removed from site and the badge must be returned to the Engineering Services office on completion of work on a daily basis.

Any person found on site at the Hospital without proper identification shall be escorted from the grounds.

9. Criminal History Check

All Personnel entering the Site for work purposes are required to undergo a criminal history check. A criminal history will not exclude any personnel from entering site unless it is a relevant criminal history.

10. Working With Children Clearance

Personnel entering the Site for work purposes may be required to undergo a Working With Children Clearance if the work site is located in an area where children or vulnerable people may be present (eg. Paediatrics Ward and Maternity Ward). Circumstantial exceptions to this will be considered by the MES and Hospital Management on a case by case basis of which the Management decision shall be adhered.

11. Public Liability

Proof of Public Liability insurance must be given to MES before commencing work.

12. Code of Conduct

All persons employed by the Northern Territory Government, Commissioner for Public Employment are required to act within the guidelines of the Code of Conduct established by the Public Sector Employment and Management Act. A copy of this document is held by the MES and is available for perusal.

All persons attending the site who are not employed by the Commissioner for Public Employment shall be of good behaviour and conduct themselves in a proper and professional manner under all circumstances. The Code of Conduct shall be used as a guideline in all dealings with staff and the public.

13. Gross Misconduct

Any person instigating or proved to be implicated in any misconduct involved while in attendance on the ASH site may be liable to dismissal or cancellation of contract and be subject to criminal proceedings under Commonwealth and Northern Territory laws and legislation.

Prohibited actions include:

- The use of insulting or offensive language either used in conversation or directed at any person.
- Work place bullying, harassment or an act of discrimination against another person.
- Unauthorised removal or interference with any protective device or the unauthorised operation of any item or machine, plant or equipment.
- Causing deliberate damage, misuse, or any interference with any item of firefighting or protection equipment.
- Unauthorised removal or defacing of any label, sign or warning device provided in the interest of safety, health or welfare.
- Misuse of any chemical, inflammable or hazardous substances or toxic materials.

- Smoking in an unauthorised area (refer to Dept. of Health Smoke Free Policy).
- Conduct or actions that may cause offence or result in physical harm to persons or property.
- Making false statements about 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 Departmental vehicle.
- Disrespect of patient priority when using any lift.
- Being under the influence of intoxicating liquor, drugs or similar substances.
- Any action that would bring the Department or its officers into disrepute or place them at risk of injury or insult.

14. Smoking

Smoking is not permitted on Alice Springs Hospital Site except for Residents in designated areas.

15. Alcohol and Drugs

The consumption of alcohol by any person on ASH premises is strictly prohibited.

Persons suspected of being influenced by alcohol will not be allowed entry and will be directed to leave the premises.

The unlawful use of controlled drugs or substances of any nature is strictly prohibited.

Persons suspected of being under the effect of illegal drugs or substances will not be allowed entry and will be directed to leave the premises.

Persons consuming prescribed drugs must advise the MES of their use. Conditions of use for prescribed drugs must be strictly observed.

16. Cameras and Recording Devices

The use of visual or audio recording devices within any area of ASH is strictly prohibited unless approved by the Hospital management or the MES.

No picture, film or audio recording of any part of ASH or its occupants may be published without the prior permission of Hospital Management, the MES and if of a personal nature, the person of whom the recording is made.

Attending medical staff has authority to instruct the immediate termination of any photographic or audio recording immediately upon request, irrespective of any previous permission.

17. Telephones

In-house telephones are to be used only by ASH staff unless in case of emergency.

Public telephones are located on all three levels of the hospital. Internal phones are available on all levels including the basement and top plant rooms.

Mobile telephones and two-way radios may only be used where clearly indicated.

The use of any instrument that generates signals in an area that may interrupt sensitive medical equipment is strictly prohibited. The use of this equipment may create life-threatening conditions.

Refer to Mobile Phones and Two-way Radios NT Hospital Policy.

18. Traffic Regulations

Northern Territory Traffic Regulations apply to all roadways and parking areas within the ASH precincts.

A speed limit of five (5) kilometres per hour (walking pace) is in effect for all vehicles on all internal roadways and areas within the Hospital grounds. Failure to abide by the restriction may result in police prosecution, exclusion from the grounds or other actions deemed appropriate by the Management of the Alice Springs Hospital.

Parking restrictions are policed by Hospital Security Personnel and traffic infringements may be applied.

Parking anywhere within the grounds of ASH is at the user's risk. No responsibility will be accepted for damage or loss to any vehicle or its contents.

Entry to areas and parking is restricted. All signage and restrictions are to be observed.

No emergency egress door or path or other access is to be blocked by any vehicle or material.

19. Inconvenience to Public and Occupants

All persons shall work in such a manner so as to reduce impact on and avoid inconvenience to persons occupying and visiting the ASH.

The execution of works shall be arranged to minimise nuisance and disturbance to the public and occupants of the buildings and to ensure the safety and security of any occupied area.

No radio, music player or other entertainment equipment shall be used such that it disturbs an occupant or other user on the site.

20. Use of Lifts

Patients and attending medical staff have priority at all times when using any of the lifts at ASH.

Hospital staff shall take preference in the use of the service lift and access shall not be denied to them at any time. A request by medical staff to vacate or not enter a lift must be actioned immediately upon receiving that request.

The Service Lift (No. 3, east side, north end of the building) is the only elevator available for

- use for the transport of materials, plant or equipment to the upper wards and basement plant room. This elevator shall not be used for transport without prior consent from the MES.

- Do not load any elevator beyond its stated capacity.
- Report any damage caused to a lift to the MES as soon as it occurs. Do not allow any person to enter or use a lift which is suspected to be inoperable because of any damage until cleared for use by the MES.

21. Animals

No animal shall be brought or kept within any vehicle on site on the premises at any time.

This ruling shall only be overridden when that animal has a prescribed purpose such as an aid to sight or other physical requirement. Exception shall be advised and approval must be granted before access will be allowed.

22. Access Control System

All areas of ASH are to remain secure at all times.

Keys to plant rooms, rising ducts, tank rooms, lift motor rooms, service tunnels, boiler house, chiller hall, electrical sub stations, switchboards and other secure areas are required.

Keys will be issued by the MES or Delegate for each visit. At each visit, complete the Key Issue Register detailing the visitor particulars including the visitor name, the organisation being represented, location and type of work, and commencement and completion times.

Upon completion of the visit, the key is to be returned to the Engineering Services office or Delegate and the key issue register signed off.

In ALL circumstances keys must be returned each day and reissued the following morning unless agreed by the MES.

Copying or retention of any key is prohibited.

23. Staff Accommodation

Provide 48 hours notification to the MES and the Accommodation Manager for entry to any staff accommodation area.

The occupant of the occupied area must be advised and their approval obtained before access will be allowed.

Maintain the wishes, privacy and security of tenants and their possessions at all times.

Note: Staff work 24 hour rostered times, and are not to be disturbed during sleeping hours.

24. Work Health and Safety

The Alice Springs Hospital operates a WHS management system, the purpose of which is to comply with legislative requirements of the Work Health (National uniform Legislation) Regulations 2011 and to provide a safe environment for all persons.

The Work Health Regulations and the ASH WHS management system are available for inspection on request.

The WHS Regulations requires that employers and managers shall provide a safe working environment and systems of work for all persons working in and visiting their area.

The WHS Regulations requires that:

- All staff, including contractors, sub-contractors, tradespersons and employees must carry out their duties so as to ensure that they and of any other person in the vicinity, are not at risk of danger from their actions.
- All hazards, accidents and incidents are reported.
- No person shall tamper with any equipment or interfere with its operation.
- All safety rules and procedures are adhered to and implemented into the organisation.

All external contracting persons entering upon the site shall provide for inspection, a WHS management system document that comprises of policies, documentation and procedures that include, as a minimum:

- Workplace inspection procedures.
- Area induction procedures.
- Hazardous substance (chemical) management systems.
- Personal Protective Equipment policies.
- Incident reporting systems.
- Hazard identification and risk management systems.
- Emergency procedures.
- Contractor management systems.
- Training and competency systems.

25. Safety Requirements

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

All electric equipment must have earth leakage protection and current inspection tags as required under the Work Health Act.

Trenches, overhead work areas or excavations shall be fenced in accordance with NT Construction Safety Rules - Guidelines for Protective Fencing on Construction Sites.

Ladders are to be taken down and stored when not in use or the area left unattended.

Doors to risers, plant rooms, switchboards and other service areas shall be secured at times where that area is left unattended or where the access of unauthorised persons to the area cannot be observed from the place of carrying out the works.

The Basement area and the Top Plant Room are designated HARD HAT areas and these must be worn at all times.

Protective barriers on plant and equipment may only be removed whilst affected by a work process and must be reinstated immediately on completion. Provide

temporary barriers and appropriate signage while any item is exposed to accidental contact.

No metal stake or star picket may be driven into the ground and used for fixing or support of any structure, plant, barricade or other temporary or permanent fixture.

Lagging and protective covers must be replaced on completion of any modification or repair.

26. Work in confined places

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

Any person entering such an area must hold an appropriate certificate or be supervised by a holder of a confined space certificate.

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

- Lack of oxygen,
- Toxic contaminants,
- Flammable or combustible contaminants,
- Extreme temperature.

No person shall enter a confined space without the presence of a suitably trained assistant stationed outside the designated work site.

27. Excavations and Trenches

Protect any excavation, trench or pit with appropriate barricades and warning notices. Do not allow entry of unauthorised persons into any excavated area. Excavations, trenches or pits exceeding 1.5 metres in depth must be benched and supported with shoring where necessary.

Provide directional signage and protective barriers and ramps over any trafficable area.

28. Compressed Air

When using compressed air, all couplings along the airline must be secured by the appropriate safety clips.

Personal Protective Equipment including safety glasses or goggles shall be worn when using compressed air.

Compressed air shall NOT be used for cleaning clothing, air dusting or any other unauthorised purpose in the workplace.

29. 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 (1 metre 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 attended.

30. Hazardous Substances

The storage of flammable, noxious or toxic materials shall not be permitted in nor used in ASH buildings at any time without the approval of the MES.

Prior approval from the MES is required prior to using any hazardous substances.

A Safety Data Sheet (MSDS) and the reason for its use, shall be provided to the MES prior to any flammable, noxious or toxic materials being brought on to the site.

Where deemed necessary, all such materials will be stored within a purpose built facility operated by ASH only by prior arrangement.

Where such substances are required to be used, they shall be stored in an approved minimum size container, clearly marked and all precautions for use, handling methods, storage, and ventilation strictly adhered to.

31. Asbestos

Alice Springs Hospital contains asbestos materials. Where known to exist, this material is marked and a register is maintained that identifies the presence of this substance.

It is the responsibility of persons accessing any area within ASH, to treat any suspected substance with caution and to notify the MES before disturbing the material.

Performance of work on plant and equipment containing asbestos materials shall be carried out in strict adherence to national guidelines available from governing state and federal agencies.

32. Safety Tags

When isolating electrical equipment, use appropriate and fully completed Safety Tags. The tag shall be securely fastened to the isolating switch, fuse, valve or other in such a manner that it will not become accidentally detached.

Each person working on the equipment must attach their own personal tag to the isolation point.

Safety Tags may only be removed by the person who completed and attached the tag.

No Safety Tag may be removed from equipment until all guards are replaced and safety devices restored to a full workable state.

Danger Tags shall be red and black printing on a white background with provision for the name of the person attaching the tag, the date and time of its attachment to the equipment, and the reason for its attachment.

DANGER TAGS protect PEOPLE not equipment.

Out of Service Tags shall be black printing on a yellow background with provision for the name of the person attaching the tag, the date and time of its attachment to the equipment, and the reason for its attachment.

OUT OF SERVICE TAGS protect EQUIPMENT not people.

33. Isolation of Services

No services shall be isolated without the prior approval of the MES. Services include medical systems such as vacuum, medical air, medical gases and electrical supply or power systems, water, sewer and waste water, Building Management Systems or other control systems.

Provide a minimum of 48 hours notification to the MES such that a further 48 hours notice may be provided to ASH staff in the area affected by the works.

Any isolated systems shall be tagged with the name of the person isolating the system, date and time, and contact details for approval to reactivate the system.

34. Identification of Services

Electrical outlets and switching devices shall be clearly identified to show the source of supply using I.P. studs or by engraved label to approval.

All conduits, cable trays, pipes and ducts within plant rooms and where exposed to view shall be painted to match the existing service identification colours and marked accordingly.

All mechanical services, pipes and conduits shall be painted to match the existing identification colours and clearly marked for type and direction.

35. Electrical and Mechanical Isolation

No non-essential electrical circuit shall be isolated without first identifying all that is supplied by that circuit. Notify the MES and supervising staff in the areas to be affected prior to isolation.

No essential, highly essential or supporting Uninterruptible Power Supply system (UPS) shall be isolated without the express permission of the MES or supervising staff.

All isolations shall be tagged at the point of isolation and in a manner to comply with Work Health & Safety practices,

Some equipment can be caused to operate, rotate or other hazardous move by electrical, electronic control, mechanical, steam, hydraulic or pneumatic means. Isolate and test all equipment prior to commencing any procedure.

Isolation only by means of local control is not allowable.

36. Multiple Work Processes

Where more than one person is involved in operating or servicing an item of plant or equipment, ensure that the actions of one person does not impact on the safe working conditions of any other person engaged in the same locality.

Provide an Access Permit and suitable notification that lists the points of isolation and the precautions taken to safeguard works in progress and the welfare of any other persons in the area.

37. Critical Mechanical and Electrical Plant.

No person shall access, adjust, operate, modify or isolate any mechanical or electrical plant or other equipment without the prior approval of the MES.

Notice of at least 48 hours is required to be given to the MES prior to access to or performance of any works on any critical plant or equipment. Such notice shall include the purpose, type, effect and duration of the required access.

Approval to access or isolate any plant or associated equipment shall only be given by the MES immediately prior to the commencement of such work.

Notice shall be provided to the MES of the operational status of plant and equipment prior to leaving it unattended for any extended time over 1 hour duration in the course of the works.

38. Damage to Plant, Equipment, Fixtures and Fittings.

Should damage of any nature to plant, equipment, fixtures or fittings occur, caused by or as a subsequence of any works carried out by the persons engaged to carry out a function within ASH, immediate notice shall be given to the MES of the nature and extent of such damage.

Notice shall include the type, effect, extent and actions taken to mitigate or control the effect of the damage.

The person carrying out the works shall be familiar with the location of isolation points for services in the area in which they are working prior to commencing work.

Repair costs of any damage and cost of temporary services necessary to maintain operation shall be the responsibility of the person who caused the damage.

39. Building Management System

The Hospital plant and equipment is controlled and monitored by a computer based Building Management System. The BMS controls the function of plant and equipment within ASH and monitors plant condition and operation that includes fire and security systems.

Do not interfere with BMS equipment without prior consultation with the MES.

Notify the MES upon completion of the work involving BMS equipment. Return all suppressed alarms created by modification or work on plant to the normal state.

40. Ceiling Tiles and Hatches

Ceiling tiles and access hatches opened during the course of any work or inspection shall be replaced or closed whenever the area is to be unattended or works completed unless otherwise arranged with the MES.

No ceiling tile or access panel may be removed or left open for more than 30 minutes to ward areas without measures to prevent contaminants being spread from ceiling space. Work to be assessed in accordance with the requirements of the Work Activity Infection Control Risk Assessment risk matrix tool.

The cost of cleaning, repainting or rectification of any damage to ceilings and access panels shall be borne by the persons gaining access.

41. Penetration of Walls and Floors

Prior to drilling into or coring of walls or floors, ensure that no concealed services are affected.

Do not penetrate structural walls, floors or members without written approval of a certified Structural Engineer. Provide a copy of required engineering drawings, details and approval from the Certifying Engineer 48 hours prior to commencement of the works.

Do not penetrate any Fire Wall, Smoke Wall or floor slab without approval. The location of Fire Walls and Smoke Wall may be determined by contacting the MES. Prior notice of 48 hours is required before any works on a Fire Wall or floor slab is commenced. Such notice shall include the nature and requirement for the works, the method of performance of the works, declaration of mandatory notification stages and the method of rectifying the penetration including approval of the fire stopping medium. Before approval or acceptance of works is given, engineering design criteria and drawings, a Permit to Build, a Permit to Occupy or other specific documentation may be required. Arrangement, compliance and payment of the cost of permits shall be the responsibility of the Contractor performing the works, copies of which shall be provided to the MES within 48 hours of becoming available.

42. Building Certification

The Northern Territory Government operates a Private Certification system that controls issues related to the construction, alteration, removal and demolition of buildings. This Act is applicable to all structures within the Northern Territory and includes any buildings within the Alice Springs Hospital.

Under the Northern Territory *Building Act 2006* and *Building Regulations 2006*, all building activities requires that a Building Permit is issued before commencing any works associated with building structures, inspections are carried out and that a Permit to Occupy is issued prior to occupation.

It is recommended that Contractors familiarise themselves with the requirements of the Act and Regulations, and the relevant Building Certifier, in order that they conform fully with the requirements. Responsibility for full compliance rests with the Contractor.

The Contractor shall provide to the MES, copies of all statutory documentation before commencement and at the completion of any works on the site.

Self certification or certification by any other party except by a Building Certifier approved by ASH will not be accepted. The contractor shall utilise the services of,

and pay all charges of the accepted Building Certifier for all works within the Hospital Campus.

43. Method of Working Plan

For major works, the Contractor shall submit a Method of Working Plan to the MES for approval 48 hours prior to the commencement of any work. The MES reserves the right to reject or request the modification of the content of any such plan before granting permission to commence work.

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

- Contractor's site representative,
- Number of persons to be working on site,
- Starting and completion dates,
- Required access to work site (lifts, stairwells etc),
- Working hours on site,
- Materials to be stored at ASH,
- Equipment/machinery to be stored at ASH,
- Hospital services to be isolated during the execution of the works, including power, water or other services,
- Mechanical, electrical or other equipment to be isolated or accessed during execution of works,
- Isolation of fire alarm, detection and BMS or control systems,
- Access to ceiling space required,
- Access to rising ducts required,
- Trenching or excavations necessary,
- Use of cutting, grinding and welding equipment (especially those likely to produce smoke, dust, fumes or heat) and flammable materials,
- Method of disposal of site waste,
- Any other matters considered by the MES to affect the orderly administration and operations of the Alice Springs Hospital.

44. Storage of Materials and Equipment

No materials or equipment shall be deposited on site or left unattended without the prior approval of the MES. The Contractor shall be responsible for the security of any such materials or equipment while stored on site.

The storage of flammable, noxious or toxic materials shall not be permitted in ASH buildings at any time.

Where deemed necessary, all such materials will be stored within a purpose built facility operated by ASH only by prior arrangement.

A Safety Data Sheet (SDS) shall be provided to the MES prior to any flammable, noxious or toxic materials being brought on to the site.

Where such substances are required to be used, they shall be stored in the minimum size container, clearly marked and all precautions for use strictly adhered to.

45. Removal of Refuse

No refuse shall be allowed to accumulate on the site or within the precincts of ASH.

Food scraps, containers, waste materials and all other refuse shall be deposited in suitable containers and removed from site on completion of works on a daily basis. The safe storage and removal of refuse is the responsibility of the persons who create the refuse.

Disposal facilities owned or operated by ASH shall not be used for such purposes.

Notify the MES immediately on of any accidental spillage of oils, chemicals and other liquid substances. Clean-up of any such spillage shall be made immediately on their occurrence. Utilise appropriate signage and protective barriers and provide constant supervision until clean-up is complete and the area declared safe.

The use of any water courses, drains, sewage or containing points to dispose of liquid or solid waste of any type is strictly prohibited.

46. Smoke Detection and Fire Alarm Systems

Warning: All areas within the Hospital are protected by heat and smoke detection equipment.

Prior to undertaking any work which may produce smoke, fumes, dust or heat the Very Early Smoke Detection Apparatus (VESDA) and Fire Alarm Systems shall be effectively isolated.

Provide at least 48 hours prior notice to the MES of any intention or action to isolate VESDA or any other alarm systems. Isolation will only be made during the course of the works.

The VESDA and Fire Alarm Systems must be reactivated immediately on completion of the work and prior to leaving the site unattended.

It is the responsibility of the user of heating/flame equipment to advise the MES of their intention to do so and ensure that detection systems are isolated and mitigation procedures are in place prior to commencement and return systems to an active state on completion of works.

All costs involved with attendance to isolate/de-isolate systems shall be arranged and allowed for in the cost of the works.

The cost of attendance of Fire Services personnel and expenses incurred to the occupants of the Hospital in event of false fire alarms shall be the borne by the person generating the alarm.

47. Hot Work Permit

All work involving the use of flame cutting, arc and gas welding or other processes that involve the application of heat must be carried out in compliance with statutory provisions.

Before commencing any flame cutting or arc or gas welding operation, the person using the equipment shall acquire a hot work permit from the MES.

48. Fire Precautions

All persons must familiarise themselves with the ASH fire evacuation procedures and make themselves aware of the nominated assembly points. All directions given by a nominated Fire Warden must be observed and complied with.

No obstruction of any fire fighting equipment or fire exit is allowed. Ensure that fire escape routes and fire service points are maintained and free from obstruction at all times.

49. Electrical Services

All conduits (including flexible conduits) and cable ducts within plant rooms shall be metal.

P.V.C. conduits will not be acceptable unless for a specific purpose for which approval is given. All individual sub mains and sub circuits must have a protective earth cable installed along the length of the active feeders and terminated as per AS3000.

50. Electric Accident Policy

ASH operates a safe work environment for all staff and persons working within its Campus.

Where any person experiences an electric shock caused by operation on or by contact with any equipment, appliance, fixture or fitting, the MES or Delegate must be notified immediately. Contact is available on any internal phone by dialling 17890 or by external phone by dialling 8951 7890.

That person affected shall, as soon as practical, present to the Emergency Department at ASH for a medical check.

Where immediate or after hour's assistance is required, notification of the Switchboard operator may be made by dialling *** (three stars) on any internal phone and advising the operator of the details of the occurrence. The Switchboard operator may also be contacted by dialling 999 on internal phones and by external phone or mobile service by dialling 8951 7777.

The operator will instigate emergency procedures for such instances and provide trained assistance as required.

51. Inspections

Self inspection of any service will not be accepted. All services subject to Regulative Authority shall be inspected and certificates of compliance issued by the relevant governing bodies.

52. Clothing

All persons visiting or undertaking work at ASH shall be dressed in a manner considered appropriate for the purpose of the visit by the MES.

The minimum standard of dress required is safety foot wear where required or of an appropriate type (no open footwear, sandals or thongs), long pants or shorts with long socks or appropriate dress or skirt and sleeved shirt. Persons of either dirty or

untidy appearance or with inappropriate printing, symbols or pictures on clothing will be refused admittance.

Special clothing provided by ASH must be worn in all sterile areas such as Operating Theatre, Intensive Care, Special Care Nursery and other nominated areas.

Special protective clothing and other personal protective equipment must be worn in high risk areas or in performance of hazardous works.

Where long hair can become a safety hazard, it must be contained.

53. Work Activity Infection Control

All persons attending ASH must be aware of Infection Control requirements in place within the Hospital. The Infection Control Officer manages all issues in this regard and must be contacted for advice on procedures in place to prevent the spread of disease and micro-organisms that may affect patients, staff or visitors.

ASH has a Work Activity Infection Control Risk Assessment procedure in place to prevent the spread of nosocomial organisms present in dust that may be disturbed during construction and maintenance activities within cavities, roof and ceiling spaces and other concealed areas.

No action from construction or maintenance activities that creates disturbance of dust is allowed without appropriate action described in the Work Activity Infection Control Risk Assessment procedure available on request from the MES.

All persons must wash their hands on entry to clinical areas and again when exiting the clinical area.

54. Biohazard Injuries

Warning: Biological hazards in the form of blood and bodily fluid, containers, filters and equipment is present on the ASH premises.

Ensure that no container or equipment is opened or contact made with fluids contained in them.

Do not touch or handle needles or sharp objects suspected of contamination with any biohazard material.

Work on biohazard material and equipment is restricted to qualified persons, no other person shall be allowed contact. Ensure adequate precautions are taken when required to handle such materials.

Where a person suffers a penetrating injury or comes into contact with fluids suspected of being a biological nature, the matter must be reported immediately. The injury must be assessed and treated by trained staff immediately after its occurrence.

Adhere to the following steps when accidental contact is made:

Tell your supervisor,

Fill in an accident report form,

Report to the Emergency Department for assessment immediately,

Provide details of the incident to the ICO through the MES.

55. Immunisations

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

It is recommended that Contractors and visitors discuss any concerns regarding possible infection with the Infection Control Officer prior to commencing work.

56. Hygiene

All persons working within the confines of ASH shall exercise a high standard of workplace hygiene.

Clean and neat clothing shall be worn and personal hygiene shall be maintained at all times.

Any person who does not comply with adequate hygiene standards will be refused admittance.

Store all refuse in suitable containers and remove from site on a regular basis.

57. Sun Protection

Ensure all precautions are taken when working out of doors.

Wear a hat with a broad brim, keep skin covered by clothing, keep sleeves rolled down and ensure shirt collars protect the back of the neck.

Where the skin is exposed to the sun, use a broad-spectrum +15 or greater (+30) 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.

58. Information Privacy

All persons shall abide by the terms of the "Information Privacy Act" which provides a safeguard against any intrusion into an individual's private life or activities. A copy of this document is held by the MES and is available for perusal.

Any information regarding patients, staff or the operation and actions of the Hospital must not be disclosed and may only be divulged with written consent.

Penalties under the Criminal Code/Medical Act/Community Welfare Act/Notifiable Diseases Act/Adoption of Children Act/Cancer Act may attract fines and sentences within the limitations of the relevant Act or legislation.

ALICE SPRINGS HOSPITAL

**SITE REGULATIONS FOR VISITORS, CONTRACTORS,
SUB-CONTRACTORS, TRADESPERSONS AND EMPLOYEES.**

I,

of

(Organisation)

have read the Site Rules and Regulations and agree to comply with the requirements contained within these for the duration of my presence on site.

Signed:

(print
name)

Date:
