



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

**PARLIAMENT HOUSE
INDUCTION MANUAL
AND SITE RULES
FOR CONTRACTORS**

July 2018

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DEFINITIONS

Contractor: any person who carries out contract, construction or maintenance work in Parliament House and its precinct, including an employee of a contractor or sub-contractor, a licensee, contractor, sub-contractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company and volunteer.

Plant: any machinery, equipment, appliance, container, implement or tool, and any component or anything fitted or connected to those objects.

Parliament House: the parliamentary precinct and land controlled by the Department of the Legislative Assembly, which is Lot Numbers 3940, 5796, 5797 and 5798 Town of Darwin, being Parliament House and its immediate environs, including the parliamentary forecourt, Liberty Square, Assembly Park and the Parliament House car parks.

Services: elevators and lifts; mechanical and air-conditioning equipment; fire prevention systems; plumbing and hydraulics; electrical and lighting; carpentry, joinery and painting; locks and hardware; diesel generators; sound and vision equipment; radio and satellite equipment; legionella testing systems; roller doors and sliding gates; gas fittings and equipment; sewer and grease traps; and electronic security.

INTRODUCTION

These rules are designed to assist contractors operate effectively and safely within Parliament House.

It is a condition of entry to Parliament House that contractors read, understand and comply with these rules. By signing page 8 of this document you agree that you will abide by these rules.

All contractors will be under the direct supervision of the Director of Building and Property Management or his/her delegate while they are working in the parliamentary precinct.

PRIOR TO COMMENCING WORK

Approval from the Director of Building and Property Management or his/her delegate is required for contractors prior to the commencement of any work in the parliamentary precinct.

HOURS OF ACCESS

Hours of access to undertake work must be discussed and approved by the Director of Building and Property Management and his/her delegate prior to work commencing.

SECURITY

All contractors who provide services in the parliamentary precinct must provide valid photographic identification prior to being granted permission to work within the precinct. Contractors who will need to access to non-public areas of Parliament House must provide a National Police Certificate to the Director of Building and Property Management to be granted access to Parliament House. A National Police Certificate is valid if it is less than 12 months old.

If a contractor has not resided in Australia for the previous 12 months, a criminal history check from the country of previous residency must be supplied.

Criminal history checks must be provided along with a signed copy of page 8 of this document at least two business days before work is due to commence.

In the case of contractors who work within the parliamentary precinct for more than 12 months, an annual Statutory Declaration to the effect that there has been no change in workers' criminal history must be provided to the Director of Building and Property Management for access rights to the precinct to be extended.

A contractor who is convicted of a criminal offence during the contract period must advise the Director of Building and Property Management of the conviction. Whether the contractor can continue to work in the parliamentary precinct will be determined by the Director of Building and Property Management.

Contractors will be subject to security screening of individuals, vehicles, tools and equipment. Any person who fails to submit to security screening will be denied entry to Parliament House and may be detained until the arrival of police.

Contract workers may be required to store items such as mobile telephones, cameras, radios and/or electronic devices with Security.

IDENTIFICATION, ACCESS CARDS AND KEYS

Workers engaged in work in non-public areas of at Parliament House are required to wear their Parliament House security access pass at all times while on site. Access cards and keys will be issued by Security staff on the advice of the Director of Building and Property Management or his/her delegate.

All access passes and keys must be returned to Security staff before leaving Parliament House each day.

Arrangements can be made for longer-term custody of access passes and keys for long-term contracts or works.

By signing page 8 of this document you agree that you will not allow another person, under any circumstances, to use your access card or key.

The condition of use of the access card is that you only access the areas assigned to your access card and to your official designated work area within Parliament House. Requests for additional access or a variation must be approved.

Lost or stolen access cards or keys must be reported to the Security Services Unit immediately by telephoning 8946 1425. A new access card may be issued at a cost to your employer.

All security items issued to you must be returned to the Security Services Unit on departure of Parliament House.

FIRE SAFETY

Contractors must not obstruct fire-fighting equipment, fire prevention equipment or fire exits and must ensure that fire escape routes are free from obstruction at all times.

EVACUATION AND CYCLONE PROCEDURES

In the event that an evacuation is required, contractors must follow the instructions of the Chief Warden or Floor Warden.

Evacuation routes and assembly points appear on signs throughout Parliament House.

In the case of a cyclone, contractors must ensure that unfinished work, equipment, boarding, materials and other movable items are secured and stored.

Copies of the Department of the Legislative Assembly's emergency and cyclone plans are available in the Security Control Room on level 1.

CHILDREN AND PETS

Contractors may not be accompanied by children or pet animals while working in Parliament House.

Animals trained to assist humans, such as guide and hearing dogs, are permitted general entry into Parliament House.

CONFIDENTIALITY

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 purposes of delivering the contracted services.
- 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.

PARKING AND TRUCK HEIGHT

There are some car parks available to contractors at Parliament House. Contractors are to attend at the rear gate of Parliament House, accessed via Parliament Lane, where they will be advised if a park is available for them.

Trucks or vehicles higher than 3.2 meters are prohibited from entering the loading dock area.

PARLIAMENT HOUSE PLANT AND EQUIPMENT

Contractors must not use or touch plant or equipment, including air-conditioning plant, without the prior approval of the Director of Building and Property Management or his/her delegate.

ISOLATION OF SERVICES

Services must not be isolated without the prior approval of the Director of Building and Property Management or his/her delegate.

Any services which are isolated must be correctly tagged with the name of the person engaged in the isolation, the date, time and anticipated period of isolation.

SECURITY OF MATERIAL AND EQUIPMENT

No material and/or equipment must be left unattended in the parliamentary precinct where it may present a hazard to occupants and visitors to the building.

Storage of flammable materials in the parliamentary precinct is not permitted.

CHEMICALS AND HAZARDOUS MATERIALS

All chemicals and hazardous material must display appropriate signage and safety data sheets (SDS) must be available in close proximity to where the chemicals are handled.

Appropriate personal protective equipment (PPE) must be worn by contractors handling chemicals or other hazardous materials.

When chemicals for the air conditioning system are being replenished in the chiller room on level 1, the doors of the chiller room must be closed to prevent odour spreading in the case of a chemical spill.

INCONVENIENCE TO BUILDING OCCUPANTS AND THE PUBLIC

Contractors should attempt at all times to minimise inconvenience to building occupants and members of the public.

REMOVAL OF RUBBISH

Contractors must remove all rubbish/debris associated with their work from Parliament House.

WORK HEALTH AND SAFETY

All contractors must comply with all relevant WHS legislation and policies. A copy of the Department of the Legislative Assembly's WHS policy is available in the Security Control Room on level 1.

HOT WORK

A Hot Work Permit is required before commencing any flame cutting, arc or gas welding.

Welding operations are not permitted inside Parliament House.

SMOKE DETECTION AND FIRE ALARM SYSTEM

Any work which may produce smoke, fumes, dust or heat requires the isolation of the Very Early Smoke Detection Apparatus (VESDA) and Fire Alarm system. Approval of the Director of Building and Property Management or his/her delegate is required for any such work and isolation of systems.

VESDA and fire alarm systems must be reactivated immediately work has been completed.

ACCESS TO LIFTS IN PARLIAMENT HOUSE

Contractors may use other lifts in Parliament House for moving between floors; however, access to these lifts is reserved strictly for Members of the Assembly during the ringing of the bells on meeting days.

Lift number 5 (the goods lift) is the only elevator to be used to transport material or plant around the building.

CEILING TILES AND HATCHES

Ceiling tiles removed and hatches opened must be replaced or closed when unattended.

Ceiling tiles which are broken during the course of contract work must be replaced.

Contractors will be liable for any damage to ceiling tiles and/or hatches arising from their negligence.

DRILLING AND/OR CORING

Contractors must arrange for inspection of areas where drilling or coring of walls, floors or ceilings has taken place by the Director of Building and Property Management or his/her delegate, who will ensure that holes have been sealed with an approved fire-resistant sealant.

EXCAVATION AND TRENCHES

Trenches or pits must be appropriately flagged for safety reasons.

A qualified Work Health and Safety Officer paid for by the contractor must inspect an excavation at least once per day to ensure conditions are safe. A record of the inspection must be lodged with the Director of Building and Property Management or his/her delegate.

No plant or equipment may be placed or operated near the edge of an excavation.

ASBESTOS REGISTER

A copy of the Asbestos Register is available in the Security Control Room on level 1.

TELEPHONES

Unauthorised use of Parliament House telephones by contractors is strictly prohibited.

Parliament House telephones may be used for contacting Security or the Director of Building and Property Management or his/her delegate.

SMOKING POLICY

Smoking is not permitted within the parliamentary precinct.

MISCONDUCT

Any contractor who engages in inappropriate conduct will be immediately removed from the site. Examples of misconduct include but are not limited to:

- unauthorised removal of or interference with any protective device or the unauthorised operation of a machine, plant or equipment
- damage to, misuse of or interference with fire-fighting equipment
- unauthorised removal or defacing of any label, sign or warning device
- misuse of chemicals, flammable or hazardous substances or toxic material
- smoking in the parliamentary precinct
- interfering with evidence following an accident
- being under the influence of alcohol or drugs.

CONTRACTOR'S DECLARATION

The following form **MUST** be completed and returned at least two business days **PRIOR** to commencing work at Parliament House.

Surname		Given name	
Company Name and Address		Company contact person and number	
Project Name			
Access start date:Access end date.....			

COMPLIANCE

I have read and understand the Parliament House Induction Manual and Site Rules and agree to comply with it at all times when working in the parliamentary precinct.

Contractor Signature	Date
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OFFICE USE ONLY

BPM - REQUESTING ACCESS PRIOR TO COMMENCEMENT	Yes	No	N/A
Criminal History Check / POLICE clearance			
Photocopy of current photographic ID (insert details)			
ESCORTED – escort been arranged YES / NO			
UNESCORTED – the worker has been appropriately Work Health & Safety Inducted YES / NO / N/A			
Non-public area/s to be accessed:			
BPM OFFICER			
Name.....Signature.....date:.....			
SECURITY TEAM ACTION			
Photo Access Pass issued YES / NO. Pass number:..... Contractor Pass issued YES / NO			
Pass to be kept in KEYWATCH YES / NO.			
Pass to be kept in control room YES / NO.			
Issuing Officer Name			
Signature.....date:.....			

TRM to: PROPERTY MANAGEMENT – SECURITY – Access – Contractors