

GOVE DISTRICT HOSPITAL

SITE RULES

FOR CONTRACTORS, SUB CONTRACTORS AND TRADESPERSONS

1. General Information

The activities of the Contractor within the precincts of the Gove District Hospital and within the meaning of these Rules shall remain at all times under the control of the Engineering Services Manager (ESM) or his appointed delegate.

The Engineering Services Manager is currently located in the Services Building and can be contacted as follows.

During Normal Office Hours:

Monday to Friday - 0730 hours - 1551 hours

Telephone: 89870234 Mobile: 0438862215

Fax: 89870245

E-mail address: GDHengineeringservices@nt.gov.au

Outside Normal Office Hours:

Telephone: 0488045571 – request via the Resource person for the on-call Engineering Services Officer to contact you by leaving your phone number.

By Mail:

Department of Health

Gove District Hospital

Engineering Services Manager

PO Box 421

NHULUNBUY, NT 0881

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2. 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 ESM acknowledging that they have read and understood the terms and conditions prior to commencing work.

Contractors and workers to Hold relevant Licences /Training/Trade/ for work performed.

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

Working with Children Clearances are required within the Ward and Emergency blocks. They are mandatory for every individual. Escorts will not be accepted within the Ward block. All other patient care areas are at the discretion of hospital management & are to be discussed with the ESM prior to starting work.

GDH is not in a position to be able to provide supervision for contractors who do not have a WWCC.

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

The Contractor shall submit a Method of Working Plan to the ESM prior to the commencement of work on site (details of MWP in art.4).

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

- a) Require proof of Current Public Liability Insurance "Certificate of Currency"
- b) Arrange issue identification badges for personnel identified by the Contractor as being required to carry out work on site, and
- c) View asbestos register as required
- d) Grant permission to commence work on site after Site Induction.

3. Evacuation Procedures

3.1 Normal Working Hours

Contractor Sign in & out Register, located in Engineering Services, must be completed by the contractor on arrival and departure from GDH Site each day.

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

3.2 Outside of Normal Working Hours

Contractors are required to notify the area supervisor of relevant details referred to above. IE. The Resource person.

A hospital staff member will advise if evacuation becomes necessary.

4. Contractors Identification

All personnel carrying out works under the contract for or on behalf of the Contractor shall wear a GDH visitor identification badge at all times when on site.

The GDH visitor identification badges must be returned to Engineering Services on completion of each day's work under the Contract.

5. Method of Working Plan

The Method of Working Plan to be agreed between the Contractor and the ESM 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 GDH.
- vii. Equipment/machinery to be stored at GDH.
- viii. GDH workshops and/or equipment required for use eg. trolleys, ladders, trestles, scaffolding etc.
- 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 ESM to concern the orderly administration and operations of the Gove District Hospital.
- xviii. Network policy – Infection Control during Construction, Renovation and Maintenance. (see Appendix A).

6. Isolation of Services

Medical services are not to be altered without prior approval of the ESM.

Services must not be isolated without the prior approval of the ESM.

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

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

The Fire Indicator panels are to be isolated by the nominated fire contractor's or NTFS only.

7. Critical Air Conditioning Plant

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

Ward Unit B	Operating Theatres
Unit D	Nursery
Unit C	CSSD

The Contractors shall provide at least 48 hours prior written notice to the ESM of a requirement to switch off or access these units. Such notice shall include the expected duration of the required access.

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

8. Storage of Materials and Equipment

No materials and/or equipment shall be left unattended without the prior approval of the ESM. The Contractor shall be responsible for the security of any such materials and/or equipment within the precincts of the GDH Safety Barriers and Bunting.

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

9. 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.

10. Animals

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

11. 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 GDH.

The Contractor shall arrange the execution of works to minimise nuisance to the public and occupants of the GDH 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 ESM.

12. Removal of Rubbish

The Contractor shall not accumulate rubbish on the site or in the precincts of the GDH.

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 GDH by the Contractor.

Contractors must clean up any spillages 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.

Any site rubbish removal by GDH will be at the expense of the Contractor.

13. Food and Drink

No food or drink should be taken to or consumed in Plant Rooms with the exception of water containers.

14. Clothing

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

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

Special clothing provided by GDH must be worn in all sterile areas such as Operating Theatre, CSSD etc.

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

15. Hours of Access

Access to the site for the execution of works under the Contract is permitted between the normal GDH office hours of 07:30hrs – 15:50hrs Monday to Friday.

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

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

See the [Contractors After-Hours Access GDH Procedure](#)

16. Use of GDH Workshops and / or Equipment

Unless prior approval of the ESM is given, the use of GDH workshops and equipment is prohibited.

The Contractor will be required to indemnify the GDH 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 GDH Workshop and/or equipment prior to approval being given.

BMS UPS and related Power Points are not to be used at any time by the Contractors.

17. 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.

18. 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 of 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

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 Engineering Services.

19. 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 E.S.M.

PLEASE NOTE: 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 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 & current date test & tag labels. Trenches or excavations shall be fenced in accordance with N.T. Construction Safety Rules - Guide-Lines for Protective Fencing on Construction Sites.

Asbestos Removal Register is kept in the Engineering Services office if required.

Hazardous works "Work Method Statement" identifying all risks and the procedures to minimise/eliminate the risks.

19.1 Roof Plant room Doors

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

19.2 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 and tied securely when in place.

Under no circumstances must ladders be used with the 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 and stored safely when not in use or otherwise unattended.

20. Hazardous Substances

Hazardous Substances include, but are not restricted to: paints, lubricants, cleaning agents, chemicals, adhesives and glues.

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 and a copy has been handed to E.S. before using any hazardous substance.

21. Asbestos

ATTENTION Contractors/Tradespersons

To avoid placing yourself and others at risk from asbestos exposure when performing work at GDH the following safety precautions are recommended:

- Do not use power tools – Asbestos fibres can be released if power tools are used. Hand powered tools should be used as they generate less dust. Low speed battery operated drills are acceptable.
- Do not water blast or scrub with a stiff broom – It is illegal to water blast asbestos-containing materials. Don't dust, sweep or vacuum debris that may contain asbestos.
- Avoid drilling or cutting – If infrequently a hole is required, keep surface wet using a fine mist of water containing a few drops of detergent to minimise dust release. Mask the area with tape, use a no- powered drill and wear a P2 cartridge type particulate respirator or half-face disposable mask.

- Encapsulate any exposed areas – Use a spray paint or a PVA glue mixture to seal in fibres where asbestos containing materials may have been exposed.
- Minimise exposure to others – Close doors and windows to limit the spread of any dust. Consult with others in the area and ensure that people are kept out of the area. Use a containment cell to prevent dust contaminating other areas.

Mandatory Procedure for Accessing Other Areas on the Campus where Asbestos has been Identified

1. Prior to any works commencing, speak with Engineering Service Manager for information related to registered hazards in other areas of the campus needing asbestos removal. This may include underground pipes, eaves, flooring, wall panelling, penetrations, lagging on steam pipes, possibly also in some fire doors etc. and services inside walls.
2. Advise Engineering Service Manager of time estimate for completion of works.
3. Advise Engineering Service Manager of the Licensed Asbestos Removal Company who will supervise the works in accordance with Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC: 2018 (2005)). This may include the set-up of a negative pressure containment barrier.
4. Depending on the complexity of the task, Engineering Service Manager may require a Job Safety Analysis completed before the work starts.
5. Ensure all other plant/equipment/PPE required for working in an area where asbestos has been identified is on site and readily available at the entry site prior to works commencing. PPE and P3 rated masks are essential for each entrant into the area.
6. Comply with all occupational health and safety requirements including the Code of Practice for the Management and Control of Asbestos in the Workplace in carrying out required ceiling works.
7. Notify Engineering Service Manager of any concerns or issues as and when they arise.
8. On completion of the work, close all penetrations and access points, decontaminate per the Code of Practice. Dispose of contaminated equipment via the Licensed Asbestos Removal Contractor.
9. Report completion of work to Engineering Services.

Asbestos register is kept at GDH Engineering Services Office.

Gove District Hospital Mandatory Procedure for Accessing a Ceiling Space where Asbestos has been Identified.

Prior to any works commencing, speak with Engineering Service Manager for information related to registered hazards in the ceiling space to be accessed and complete relevant risk assessment.

Advise Engineering Service Manager of time estimate for completion of works.

Advise Engineering Service Manager of the Licensed Asbestos Removal Company who will supervise the works in accordance with Code of Practice for the Management and Control of Asbestos in Workplaces (NOHSC: 2018 (2005)). This may include the set up of a negative pressure containment barrier.

Ensure all other plant/equipment/PPE required for working in an area where asbestos has been identified is on site and readily available at the entry site prior to works commencing. PPE and P3 rated masks are essential for each entrant into the area.

Comply with all occupational health and safety requirements including the Code of Practice for the Management and Control of Asbestos in the Workplace in carrying out required ceiling works.

Notify Engineering Service Manager of any concerns or issues as and when they arise.

21.1 On Completion

On completion close ceiling access point and decontaminate per the Code of Practice. Dispose of contaminated equipment via the Licensed Asbestos Removal Contractor.

21.2 Report Completion

Report the completion of work to Engineering Service Manager.

If emergency access is required to ceiling spaces after hours, please contact Engineering Service Manager, who will provide further direction in accordance with this procedure. Please contact the Resource Person on 0488045571.

Asbestos register is kept at GDH Engineering Services Office.

If you are unsure about the presence of asbestos ask Engineering Services or check with your Project Manager. If in doubt – assume it contains asbestos.

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 ESM is required to isolate these systems and only by the nominated fire contractor or NTFS.

The Contractor shall provide at least 48 hours prior written notice to the ESM of the requirement to isolate the Fire Alarm Systems. Approval of the ESM 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 ESM.

GDH Staff are not permitted to carry out FIP Isolations.

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 Engineering Services.

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

24. Cyclone Precautions

During the period 1 October to 30 April the contractor shall ensure that unfinished work, equipment, sheds, boarding, 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 ESM:

- Operating Theatre
- Delivery Suite
- Special Care Nursery
- Central Sterilising Department
- Electrical Sub Station LV. HV is via Rio Tinto Alcan.
- Lift Motor Rooms
- Chillers Hall
- Boiler House
- Mortuary
- Air Conditioning absolute air filters on all plants
- Pharmacy. The Pharmacist is required to be on site.
- Other Plant Rooms
- Laboratory/Pathology

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

26. Transport of Materials and Equipment to Upper Ward Block and Plant Room

The Dumb Waiter shall be the only elevator used for the transport of materials and / or plant and equipment to the upper ward block and plant room.

Permission from ESM MUST be obtained prior to the use of the Main Passenger Lifts.

27. Use of Lifts

At all times patients have priority when using any of the lifts on the GDH site.

If requested by accompanying medical staff to vacate a lift, it is to be done immediately and with utmost courtesy to patients and staff.

28. Smoking

The GDH is a smoke free environment and smoking is not permitted inside any buildings or on the surrounding grounds.

29. 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.

30. 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.

31. 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 ESM.

32. Traffic Regulations

NT traffic regulations apply to the GDH precincts (Campus speed limit is 10 km/h).

33. Car Parking

Areas of convenience can be used by contractors unloading equipment from their vehicles and contractors working from their vehicles. Apart from these exceptions, contractor vehicles should be parked in designated public parking areas when not in use. Visitors & contractors are not permitted to park on the campus lawns or Footpaths.

34. Telephones, Mobile Phones and Two Way radios

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

A public telephone is located in the main building foyer.

Mobile telephones are to be TURNED OFF within 3 meters of Critical Patient Care Areas as follows:

Ward Block

- Rooms 1, 2, 16, 17, & 18 of Ground Floor
- Theatre Recovery
- Ward 2 Nursery

A&E Block

- Trauma Room
- Cubicles 3 & 4
- Or as directed by ESM

Two Way radios must not be used in areas of Gove District Hospital where this is indicated by signs.

35. Radio/Cassette Players/CD Players/IPODs

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 ESM. Vehicle radios must be switched off.

36. 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 must be reported and evaluated IMMEDIATELY.

36.1 Basic Four Steps to Report Biohazard Injury

- Tell the Engineering Services supervisor immediately.
- Report to the Emergency Department in person.
- Phone details of accident to Infection Control through the Hospital Engineering Services Manager.
- Complete RiskMan Incident report with Engineering Services.

37. Immunisations

It is not a requirement however a recommendation that personnel working in the hospital environment have completed their childhood vaccinations and maintain their own immunisations against Hepatitis B, and Tetanus.

38. 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.

39. 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.

40. Key Issues and Returns

The contractor will require dedicated keys for access to plant rooms, rising ducts, tank rooms, lift motor rooms, service tunnels, boiler house, chiller hall, electrical sub stations, switchboards and the like. Appropriate keys will be issued by the ESM to bona fide contractors.

The contractor or his accredited representative will be required to complete the Key Sign Out Register when the key is obtained and returned. Engineering Staff will witness and sign to that affect.

In all 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 a security item and the contractor may be liable for penalties if keys are not returned.

41. 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 ESM. This provision also applies to routine testing of fire and security systems and routine testing of ward block smoke spill systems.

Contractors are required to notify the ESM upon completion of the work involving mechanical plant, as once

stopped, plant can only be started from the Engineering Services Administration Office and all alarm suppressions must be removed.

42. 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 firefighting 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.
- Disrespect for patient priority when using any lift.
- Removal of Tags on "Tagged-out" Equipment.

43. 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 individual's 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.

Penalties for breaches of the Working with Children Care and Protection of Children Act are fines of \$75,000 and up to eight years imprisonment.

44. Safety

Contractors are responsible for their Safety. For hazardous works a Written Work Method Statement detailing each action to be carried and identified any risks or hazards.

The Contract will include within their Work Method Statement ways/methods to eliminate risks to person or property.

Contractor is responsible to report any perceived Safety Issue to the ESM BEFORE any likelihood off an accident.

A contractors working in any unsafe manner, either to himself or others will be removed from site.

45. Definitions

For the purpose of these rules the following definitions apply;

GDH means the Gove District Hospital and its environs.

ESM means the GDH Hospital Engineering Services Manager or his appointed representative.

Site means the area of the GDH made available to the tradesperson for the purpose of undertaking work on a GDH asset and as approved by ESM.

Tradesperson means a Contractor, Sub-Contractor, tradesperson engaged or employed for the purpose of undertaking work within GDH.

Undertaking Work means performing construction or repairs and maintenance type work under contract or by other means.

BMS means Building Management System. There are two control rooms, one is located within the Engineering Services Administration Office and the other is located in the Boiler House.

FIP Fire Indicator Panel

WWCC Working with Children Clearance

MWP Method of Working Plan

UPS Uninterrupted Power Supply

Inadvertent Damage Damage to GDH Site equipment (repair/replacement) shall be the sole responsibility of the Contractor. Such repair/replacement shall be to the satisfaction of the ESM.

Safety Statement Each contract over \$ 1500.00 shall submit a Safety Statement that adequately shows commitment to Safety in the work place to contractors and all others (shall reference Work Method Statement).

Works Progress Claims/Work Reports (DCI Tenders override this clause) All works over \$ 1500.00 shall submit a Progress Report by certain Date of the Month with follows details:

Progress achieved.

Labour hours per person.

Monies expended.

Provide Justification.

(this Progress Claim will then be assessed before payment is authorized.

Personal Trades/Skills: Contractor must be successfully trained in the commensurate Trades/Skills to the tasks to be performed to the satisfaction of the ESM. Have relevant:

Licence;

Trades Certificate;

Training Certificate.

Public Liability Insurance Certificate of currency to be provided every financial Year

46. Appendix A

Link to [Infection Control during Construction Renovation Maintenance Hospital Network Policy](#)

Implementation, Review & Evaluation Responsibilities

	Method	Responsibility
Implementation	Document will be available for all staff via the Policy Guidelines Centre Document will be available at Engineering reception for contractor induction	Health Policy Guidelines Program Engineering Services Administration Officer
Review	Document will be reviewed within 2 years, or earlier as required	Engineering Services Manager
Evaluation	Incidents will be reported via RiskMan and managed by Senior Managers Meeting	Engineering Services Manager

Key Associated Documents

Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents	Infection Control During Construction Renovation Maintenance Hospital Network Policy Contractors After-Hours Access GDH Procedure
References	N/A