

Introduction

The health and safety of all people onsite Novena Leasing premises, including tenants, is of utmost importance. The requirements outlined in this induction apply to, and must be complied with by all Novena Leasing tenants.

Responsibilities

Work health and safety law in Queensland places specific duties and responsibilities on all people - owners, workers, contractors and tenants - to ensure a safe and healthy worksite.

Novena Leasing

As the property owner and manager, Novena Leasing have a duty to take all reasonable steps to ensure Novena Leasing buildings and shared areas onsite (example: building structures, and roads) are safe for tenants, the public, customers and contractors.

Tenants

Tenants also have a WHS duty of care - to ensure they can carry out their business at the site without endangering workers, contractors or any other visitors to the premises.

Site Safety

To ensure the health and safety of all persons onsite, Novena Leasing has key requirements that must be adhered to by tenants. The site safety requirements that must be observed and adhered to by tenants are set out in this induction. Additional requirements are set out in the tenant agreement.

Entry & Exit

Novena Leasing will ensure that shared areas onsite (that are managed and controlled by Novena Leasing) are maintained to allow persons to enter and exit the site and move within it safely, both under normal conditions and in an emergency.

Tenants must ensure that their business activity does not obstruct the safe entry and exit of the site.

Housekeeping

Housekeeping practices are essential for a safe site. An untidy site can cause injuries in particular, injuries resulting from slips and trips, being hit by falling objects, striking against projecting, and poorly stacked or misplaced material.

Tenants are expected to maintain good housekeeping practices around their building, where other persons may be exposed to the risks associated with the tenants operations.

Good housekeeping practices include:

- day-to-day cleanup

- waste disposal
- removal of unused material
- Inspections to ensure cleanup is complete and materials are not obstructed shared areas and entry and exit points to the site.

Novena Leasing carries out routine site inspections to ensure shared areas are well maintained and safe. Tenants will be notified by Novena Leasing, if it is observed that their business activities are contributing to poor housekeeping on site, that is presenting a risk for other persons onsite. Tenants will be expected to address the matter in an adequate and timely manner.

Authorised Access Only Areas

There are specific areas on Novena Leasing premises that are '**authorised access only**'. These areas are clearly signposted by 'authorised access only' signage. The signage indicates to all persons on Novena Leasing premises that they are not permitted to be in a particular area unless fully authorised by Novena Leasing management. Novena Leasing 'authorised access only' areas include, but are not limited to:

- roof areas
- retention pond
- stormwater/flood drains
- open land used for horse agistment

Roof Access & Working at Heights

Working on a roof can give rise to a number and variety of high risk hazards that can lead to death and serious injury.

On Novena Leasing property, roof access is strictly authorised access only. A roof access permit will need to be completed before any person may be allowed to access any roofs on Novena Leasing properties.

Novena Leasing roof access can only be authorised by Novena Leasing owner and/or Maintenance Manager.

Prior to granting roof access authorisation, Novena Leasing, at a minimum will require verification of the following:

- completion of working at heights training for each person requesting access to the roof;
- adequate safe system of work/safe work method statement identifying hazards associated with the access to and/or work on the roof, as well as risk control measures, including fall prevention systems in accordance with relevant [WHS Regulations](#) and [Code of Practice: Managing the risk of falls at workplaces](#) and other relevant guidance material;
- high risk work licence (if applicable), and any other applicable licences required in relation to the work to be carried out on the roof;

- certificate of currency for public liability insurance and WorkCover Insurance.

Snakes

Snakes are very common on worksites in warm weather. Typical areas where snakes are found are protected areas such as under buildings and near sheds, around rubble and stored materials, in boxes (e.g. electrical switch box), in the long grass – and it's not uncommon for them to enter open unattended vehicles.

If a snake is encountered, it is best to remain completely still until the snake leaves. Watch where the snake goes – from a safe distance – and alert others to the hazard. Do not attempt to dispose of an apparently dead snake – firstly, it may not be dead; and secondly, dead and decapitated snakes can deliver a dangerous bite as their biting reflexes remain intact for some hours after death. Alert others to the hazard.

Tenants should always ensure first aid kits are available and readily accessible within their own workplace. The first aid kit should include a compression bandage.

Traffic Management

Vehicles and mobile plant moving in and around worksites are a cause of injury and death. Reversing, loading, unloading and pedestrian movement are the activities most frequently linked with workplace vehicle incidents. Where vehicles use shared areas or car parks, the movement and speed of vehicles must be managed in a way that minimises the risk of injury to pedestrians and those operating vehicles.

To ensure the safety of all persons onsite, Novena Leasing has a speed limit of 20kmph. Clear signage alerts all persons onsite to the speed limit. Tenants must adhere to the speed limit when driving on Novena Leasing premises.

Children's safety in the workplace and onsite

Safe Work Australia statistics show how vulnerable children and young people are in the workplace. Each year, on average, 11 children die in work-related incidents. Of the children who have died in work-related incidents over the last 14 years (2003-2016):

- 46% were 0 - 5 years
- 31% were 5 - 9 years
- 23% were 10 - 14 years

Due to the vulnerability of children in the workplace, Novena Leasing strongly encourages tenants to consider the child's safety before bringing a child onto the premises.

A child brought onto Novena Leasing premises must be under the direct supervision of an accompanying parent or carer at all times. Parents and carers will maintain ultimate

responsibility for the safety of their children at all times when they are on Novena Leasing premises.

Electrical Safety

All electrical work must be carried out in accordance with electrical safety legislation and the electrical safety code of practice and must only be carried out by an appropriately licenced or otherwise authorised person. Any electrical modification or new electrical work must be approved by Novena Leasing Maintenance Manager or Owner.

Hazardous Chemicals

Hazardous chemicals are substances, mixtures and articles that can pose a significant risk to health and safety if not managed correctly. They may have health hazards, physical hazards or both. Examples of chemicals that can immediately injure people or damage property include:

- flammable liquids
- compressed gasses
- explosives

Tenants have a primary duty of care under the WHS Act to ensure that the health and safety of other persons (other tenants, public, visitors to the site) are not put at risk from work carried out as part of the conduct of the business. This includes ensuring the safe use, handling and storage of substances. As such, tenants who use, handle and/or store hazardous chemicals are expected to have systems in place to:

- contain risks of a leak or a spill
- keep hazardous chemicals stable
- manage any risks of physical or chemical reactions
- prevent fire and explosion
- control risks from storage and handling systems
- manage risks from hazardous atmospheres particularly where the concentration of flammable vapour exceeds 5% of the lower explosive limit
- keep the amount of flammable and combustible substances at the lowest practicable quantity.

Hazard & Incident Reporting

Tenants should notify Novena Leasing of any hazards identified, and incidents that have occurred in areas that are under the management and control of Novena Leasing, in particular shared areas (example: building structure, roads, walkways).

There are some incidents that must be notified to the Work Health and Safety Regulator. An incident is notifiable *if it arises out of the conduct of the business and results in the death, serious injury or serious illness of a person or involves a dangerous incident.*

If the notifiable incident occurs, Novena Leasing must be notified by the tenant.

The tenant, and depending on the circumstances, Novena Leasing, must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the activities of the business. The site where the incident occurred should not be disturbed until an inspector arrives at the site or any earlier time that an inspector directs (subject to some exceptions).

First Aid

Tenants are responsible for the provision of first aid services and emergency response for their workers and those of its contractors, as and when required.

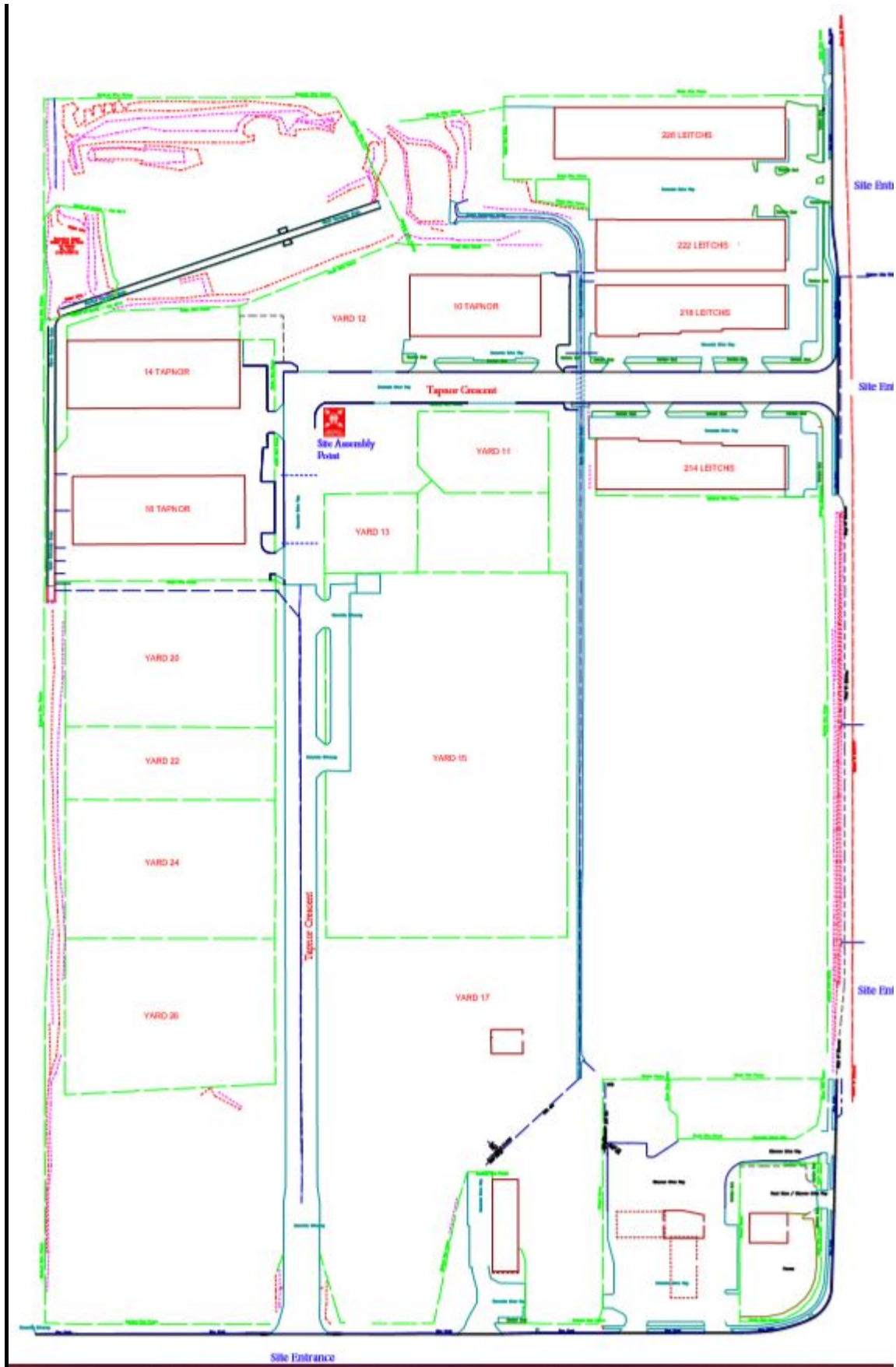
Emergency Response and Evacuation

Fire prevention, control and emergency evacuation is a requirement to ensure that people at the workplace can exit safely. Tenants must comply with fire safety regulations for their business

In accordance with the lease agreement, the Tenant is responsible, at its cost, to procure and maintain a fire management plan for the premises and to install maintain service repair and replace any fire equipment not already provided by the Novena Leasing, and which is necessary for the operation of the leased premises. The Tenant is responsible, at its cost, to install, maintain, service, repair and replace emergency exit signs and lighting necessary for the lawful use of the leased premises.

Novena Leasing has prepared a site evacuation plan that identifies site entrances and exits and the evacuation assembly points to ensure that all persons onsite have information about safe ways to exit the site in an emergency.

The site assembly point is located on the corner of Tapnor Crescent



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