



HOUSE RULES

July 2010

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1.0 INTRODUCTION

This document is designed to inform all Tenants and Contractors associated with Southgate Plaza, South Australia (hereafter referred to as "the Centre") of the minimum obligations required of them whilst working in this Centre including the identification of site specific hazards and the application of house rules in relation to Health and Safety. The intention is to provide a safe workplace for all members of the public, employees, Tenants and Contractors.

Contractors must ensure all employees read this document and understand their obligations under the Occupational Health and Safety Act. Additional copies of this document are available from the Centre Management office. As a guide, the safety precautions and procedures shall include, but not be limited to, the following Premises House Rules as set out in this document.

Statutory rules and regulations are to be taken as a minimum guide only. Where Jones Lang LaSalle's requirements exceed these, Jones Lang LaSalle's requirements shall be met. Should you require clarification of any safety matters, please discuss with Centre Management.

1.1 Work Standards

All work is to be carried out in a professional manner and only by appropriately licensed and approved tradespeople.

Contractors must ensure that all work undertaken, as well as the equipment and tools used on site conform to relevant Australian Standards and legislative requirements. Contractors will be required to modify or remove any equipment that does not meet these requirements or the safety requirements of Jones Lang LaSalle.

A security deposit of \$1000.00 may be required by Jones Lang LaSalle, and if required it must be lodged with Centre Management prior to commencement of work. The deposit will be returned once a final inspection by Centre Management has been undertaken and defects rectified.

The objectives of the House Rules are to ensure that both Tenants and Contractors obtain maximum benefit and access from the shared services provided in the Centre and that tenants suffer minimum disruption to their leased spaces. The well being and safety of all members of the public, employees, Tenants and Contractors to the Centre are of paramount importance.

1.2 Behaviour Standards

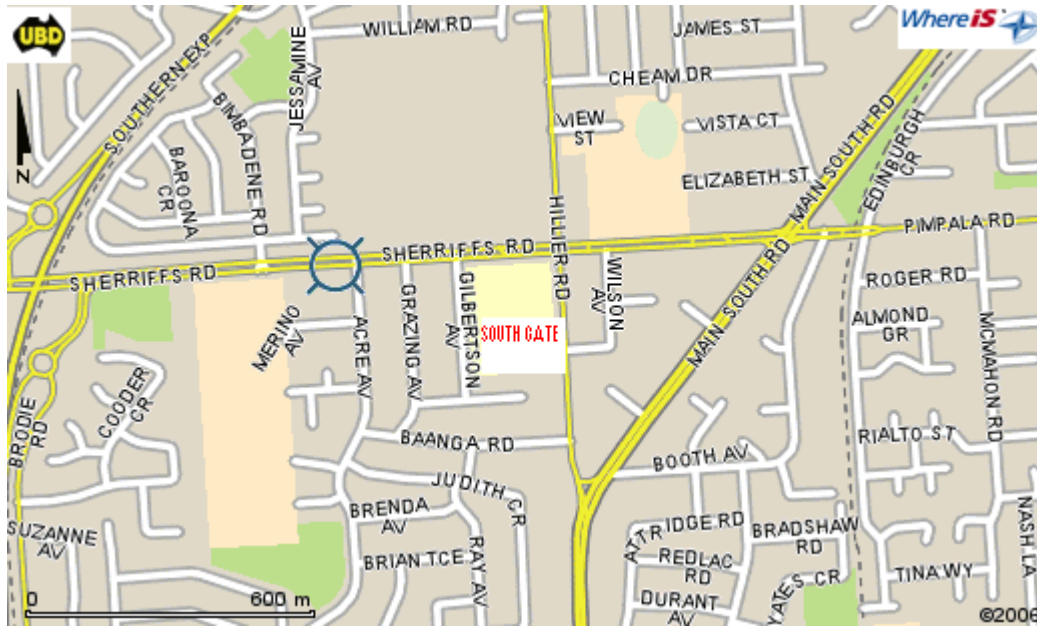
The following examples **WILL NOT** be tolerated in Centre under the management of Jones Lang LaSalle and failure to comply with these items will mean removal from the Premises:

- Theft
- Vandalism
- Fighting or provoking a fight
- Use of abusive words or actions against tenants, visitors, shoppers, retailers, retailers' staff, Centre management or in the Centre in general

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- Refusal to act upon a safety instruction issued by Jones Lang LaSalle or one of its representatives
 - Storage of materials in fire corridors or stairs, near fire exit doors
 - Failure to comply with the Centre safety requirements or instructions
 - Use of loud radios which interfere with the Centre PA system or the comfort of the Centres patrons
 - Failure to use toilets provided & also the failure to keep them clean
 - Cleaning of tools and equipment in public toilets
 - Disposing of chemicals in a means contravening the Environmental Protection Act
 - Isolation of any system with out the prior written consent of Jones Lang LaSalle or its nominated representative
 - Failure to apply to Jones Lang LaSalle for a hot works permit prior to the use of welding or flame producing equipment
 - Use of any of the Centres trolleys for any purposes associated with the construction works
 - Use of pallet trolleys on terrazzo or tiled floors. Materials must be transported via means that will not damage the Premises in any way
 - Removal of guard rails without approval
 - Wearing of offensive/ripped or torn clothing
 - Dust generation affecting common areas
 - Spillage of liquids or materials outside of work areas

1.3 Premises Specific Details

SOUTHGATE PLAZA
CNR HILLIER ROAD & SHERRIFFS ROAD
MORPHETT VALE SA 5162



1.4 Trading Hours:

Monday 09.00 – 17.30

Tuesday 09.00 – 17.30

Wednesday 09.00 – 17.30

Thursday 09.00 – 21.00

Friday 09.00 – 17.30

Saturday 09.00 – 17.00

Sunday 11.00 – 17.00

2.0 SECURITY AND AFTER HOURS ACCESS

2.1 Premises Security

State security provide security services for the Centre 7 days per week and are contactable on 83528033 or 0412092141

2.2 24 Hours Notice Required

If you require access to the Centre, or plan to carry out works outside of business hours

2.3 Sign In / Sign Out

All Contractors requiring access to the centre to carry out any work what so ever, must first have received both a generic Jones Lang LaSalle and a Site Specific induction (see **FORM B**) and then sign in and out on a daily basis.

Prior to the commencement of works at the centre all contractors must sign the contractor sign in /sign out register (refer **FORM A**).

By signing in, you are acknowledging that you understand the Premises House Rules and will abide by them at all times. If you are found working at the centre without having signed in, you will be made to cease work immediately and go to sign in. If you repeatedly commence works at the centre without signing in, you will be removed from site immediately and may be refused entry to the centre in the future.

When you have finished work for the day you must return to sign out in the above register

2.4 **Building Services Keys**

Building services keys for plant rooms and areas other than tenanted space are issued, subject to approval from Centre Management

Any keys that are issued to contractors are the sole responsibility of that contractor, until such time as the keys have been returned to the Centre Management office and the appropriate "Return of Keys" form has been signed indicating the return of such keys. If any keys are lost, misplaced or damaged in any way whatsoever by the responsible contractor, the full cost associated with the replacement of such keys and associated master keying requirements is to be borne by the contractor.

PLEASE NOTE: The Contractor is at all time responsible for the maintenance of security and safety in relation to the areas in which they have accessed.

3.0 **MAIL DELIVERIES**

Management will not accept mail or deliveries on behalf of any tenant

4.0 **STAFF AND CONTRACTOR CAR PARKING**

Staff and contractor parking is located at the rear of the Centre. For the benefit of our tenants and visitors these restrictions must be adhered to.

The allocation of staff parking may be changed from time to time, or even suspended altogether in certain circumstances for the benefit of our tenants. Centre Management seeks your co-operation with the enforcement of any staff parking directions.

All vehicles parked at the Centre are at their own risk. The Centre accepts no responsibility for damage to the vehicle, its contents or the safeguarding of any vehicle whilst parked at the Centre.

5.0 **REPAIRS AND MAINTENANCE**

The maintenance and certification of the common areas throughout the Premises, including Air Conditioning and lighting, is the responsibility of centre Management.

The Tenant is responsible for all maintenance and certification associated with their tenancy fitout. This includes lighting, tenancy signage, fire appliances, exit and emergency lighting and signage, and paths of egress.

If a maintenance issue of an emergency nature does occur, please contact Centre Management for assistance or advice.

PLEASE NOTE: Tenants are required by the Fire Codes and the Australian Standards to carry out regular maintenance and provide annual certification of all Essential Services that form part of their tenancy fitout. A copy of the annual certification must be forwarded to the Operations Manager.

6.0 FIRE SAFETY / ALARMS

6.1 General

The following procedures for fire safety are very important and must be complied with.

Fire detectors and alarm circuits throughout the Centre complex are fully activated at all times. The de-activation of these systems will only be permitted whilst tests are in progress, repairs or additions are being carried out or whilst conditions that may cause false alarms are evident. For example, smoke detectors should be isolated whilst cutting, sawing, mist spraying. **Isolation of any safety system must be organised through the Centre Management office utilising the appropriate permit forms. (see FORM D(1) and FORM I)**

Under no circumstances will any fire safety systems be left isolated overnight without the express consent of Centre Management.

6.2 Hot Work Permit

Prior to welding, grinding or cutting operations, which use or generate heat, flame or sparks, a "Hot Work Permit" must be obtained from the Centre Management office and completed. **(see FORM D)**

Contractors must comply with the "Hot Work Permit" form which requires the use of authority approved non-flammable shields and all necessary equipment in case of fire, including, fire extinguishers securely attached to each electric, Oxy-acetylene or Oxy-LPG welding plant brought into the Centre and the provision of an adequate supply of water.

NOTE: The Centre installed Fire Extinguishers must not be used for the above purpose.

A fire watch must be maintained for 30 minutes after the hot work activities have ceased.

A "Hot Work Permit" will not be issued when fire sprinklers are isolated or impaired, unless the works are being undertaken on the fire sprinkler system. Only Centre Management may authorise the isolation of fire safety systems. Under no circumstances are fire safety systems to be isolated until this authority is received.

6.3 Fire or Smoke detected in the area & Evacuation

1. Alert people in the area (DO NOT SHOUT "FIRE"- this may cause panic)
2. Contact Fire Brigade
3. If safe to do so and you have been trained in the use of portable fire fighting extinguishers, attempt to extinguish fire.
4. Proceed to the nearest Fire Exit.
5. Contractors are to follow Centre Managements instructions
6. Mobility impaired persons are to be assisted to the Fire Exit.

7. It is the duty of each tenant to account for all their members of staff. And the evacuation of customers

6.4 Emergency Numbers:

Centre Management Office: +61 8 8326 8218

Fire Brigade/Ambulance/Police: 000

Operations Manager Frank Seddon 0403041854

7.0 NOISE & VIBRATION – QUIET ENJOYMENT

Contractors **must not** conduct any noisy work during trading hours.

All noisy works and works that generate vibrations (power saws, grinders, hammer drills, etc) are to be completed by 08.00am and are not to re-commence before the end of business/trade

Premises Management reserves the right to stop work in cases of excessive noise or where they believe the safety or “quiet enjoyment” of the general public, tenants or staff is compromised.

Drilling and other disruptive noise-generating activities that affect the tenants and our visitors/customers cannot be carried out between the following hours:

Monday:	08.00 to 18.00
Tuesday:	08.00 to 18.00
Wednesday:	08.00 to 18.00
Thursday:	08.00 to 21.30
Friday:	08.00 to 18.00
Saturday:	08.00 to 17.30
Sunday	Contact Management

All hours of work must be agreed to with the Centre Management prior to commencement of works.

8.0 ENVIRONMENTAL

Environmental considerations have become increasingly central to the way we approach our business. So to, contractors and tenants should be aware of their environmental responsibilities.

The reduction of energy and water consumption, along with the emission of carbon dioxide (a major greenhouse gas) is important issues which need to be addressed by ourselves, contractors and tenants. Jones Lang LaSalle is continually investigating safer, non-toxic methods of water treatment control along with the proper control of emissions and disposal of wastes, noxious or otherwise.

It is important to remember that these environmental objectives and priorities apply to all centre patrons including tenants, customers, contractors, and visitors.

8.1 Waste Management

It is the contractor and tenant's responsibility to dispose of the rubbish in an appropriate manner.

Contractors shall maintain on the site, during the progress of their works, a suitable heavy duty industrial vacuum cleaner and shall thoroughly clean daily all work areas.

All rubbish must be removed daily from the site as it accumulates. Failure to remove rubbish will result in a fee being charged for this service by Centre Management. Those people who continually fail to remove rubbish will be permanently banned from the Centre.

Protection of the environment must be considered at all times. All contractors must comply with the Waste Disposal Act. Slurries, paints, etc must not be allowed to enter the drainage system. Therefore, washing paint and grease from hands is not permitted in the Centres bathroom facilities.

Any hazardous materials (eg asbestos, chemicals etc), must be disposed of in accordance with governing regulations.

NOTE: Building and fitout rubbish, waste and material must not be deposited in the general rubbish bins. The Contractor must remove all such rubbish from the site. By following these guidelines, waste removal costs will be minimised and we will all benefit from cost savings.

8.2 Hazardous Substances

Jones Lang LaSalle subscribes to an environmentally sensitive approach to hazardous substances, therefore tenants and contractors are expected to seek out and recommend suitable alternatives to the use of hazardous substances if possible.

- All hazardous materials or substances brought for use at the Centre must have a current Material Safety Data Sheet and must be notified to Centre Management prior to its use on site. (This is in addition to obligations to maintain a hazardous substance register as required by the legislation).

- Prior to hazardous substances being brought on site, information as to the method of application, protection and prevention of danger to persons, property and the environment must be provided to Centre Management. Failure to comply with this requirement will mean exclusion of the product from site.
- The Centre is subject to an Asbestos Management Program. (see supplement documents)
- No hazardous substances are to be put into any drainage system.
- Use of adhesives and any products with acid or offensive odours is prohibited during normal trading hours.
- Where required the Contractor must supply powered ventilation to dissipate odours or vapours caused by the work.
- The disposal of chemicals, grease and other toxic substances must be done in an approved manner and under no circumstances are to enter the Centres drainage systems.
- The Trade Waste Authority imposes strict penalties on persons or companies who pollute the environment. For more information, please contact Centre Management.
- Jones Lang LaSalle actively supports the use of safe products and therefore requires that all chemicals and substances used on its properties are as environmentally safe as possible.

9.0 SAFETY

9.1 General

The Jones Lang LaSalle Health & Safety Policy Statement is included in the Appendix. (See form E)

We are committed to providing a safe environment for members of the public, employees, tenants and contractors.

Under the Occupational Health and Safety Act, an obligation exists for employers and employees to ensure that a safe working environment is provided and maintained for all.

The information outlined below is for general reference only. For more detailed information on the Centres OH&S requirements, please refer to the Centre Management office.

9.2 Site Inductions

All JLL staff and Contractors conducting works at the Centre must attend the Jones Lang LaSalle site induction and obtain an induction certificate prior to commencing works. In addition, prior to the commencement of any works at the Centre, All contractors must conduct a risk assessment of the proposed works they are undertaking and provide a Safe Work Method Statement. The contractor must ensure that all staff comply with the Safe Work Method Statement at all times. Where applicable, the contractor (whether engaged by JLL or a Tenant),

will be nominated as the Principal Contractor and will be responsible for complying with all requirements of the relevant OH&S Act and Regulations

9.3 Employers Responsibilities

An employer has the responsibility to:

1. Provide or maintain plant and systems of work that are safe and without risks to health;
2. Make arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage or transport of plant and substances;
3. Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of their employees;
4. Provide or maintain a working environment for their employees that is safe and without risks to health and adequate with regard to facilities for their welfare at work.
5. Provide Certificates of Currency for Public Liability, Workers Compensation and if applicable Contractors All Risk and Professional Indemnity Insurance. All insurances policies must provide the approved minimum \$ amounts of cover.

9.4 Employees Responsibilities

While at work, employees have the responsibility to:

1. Take reasonable care for the health and safety of persons who are at their place of work and who may be affected by their actions or omissions;
2. Co-operate with regard to any requirement imposed in the interests of health, safety and welfare on their employer or any person by or under this act, or the associated occupational health and safety legislation;
3. Avoid intentional or reckless interference, with or misuse of anything provided in the interests of health, safety and welfare in pursuance of this act or the associated occupational health and safety legislation.
4. Contractors are encouraged to participate in keeping the Centre a safe and healthy environment for all of us. Your comment and observations are welcome, we want you to report any thing you may see or consider unsafe or unhealthy. (See Form C)

9.5 Incident Reporting

All accidents &/or injuries, major or minor, are to be reported to Centre Management. Jones Lang LaSalle requires an Incident Report to be completed on all incidents, near misses and first aid treatments. (See Form F) The tenant, contractor and their employees are required to

co-operate with Jones Lang LaSalle in any subsequent investigation or inquiry into the accident/ incident. First Aid

All Contractors on site must carry a suitable first aid kit at all times located on the work site or tenancy. All Contractors shall provide First Aid training to personnel to be engaged at the Centre to comply with the EH&S requirements.

The Contractor must supply adequate First Aid facilities for their work, but as a minimum a first aid kit must be on-site with the Contractor.

9.6 Alcohol & Drugs

The consumption of alcoholic beverages on the premises is banned.

Alcohol and drugs are not to be brought onto or consumed on-site. Persons affected by drugs or alcohol are not permitted on site. Persons suspected of providing either drugs or alcohol within the Centre will be removed from site.

9.7 Electrical Works

No work is permitted on "live" electrical installations except for the purpose of commissioning or testing and then only after a written Safe Work Method Statement has been completed by the Licensed electrician who will carry out the work.

Ladders used in electrical works should be fully insulated.

9.8 Portable Earth Leakage Units

All portable electrical devices must be protected by an Earth Leakage Unit (RCD). The earth leakage unit will be an approved device or can form part of the electrical device appliance used in accordance with the manufacturer's recommendations.

9.9 Electrical Isolation and Equipment

- Isolation of electrical supply on the Switchboards is only to be carried out by a qualified/authorised person after approval from Premises Management has been obtained.
- Works to the tenant distribution boards are also to be carried out by a qualified/authorised person.
- Main switches, circuit breakers or fuses must be tagged, with an approved tag stating reasons for isolation and signed by the authorised person
- All equipment must be fully tested prior to the tag being removed and the circuit energised. Only the person who tagged the equipment may authorise the removal of the tag and energising of the system.

9.10 Electrical Lead and Tool Tagging

All electrical leads and tools used on site are to be tested and tagged every three months by a licensed electrician. It is the responsibility of the person using the electrical lead or equipment to ensure it has a current safety tag.

All electrical equipment must be tested before being brought onto site and must comply with the relevant Australian Standards. Safe work practices will include:

- Compliance and Tagging procedures;
- All wiring to conform to AS 3000;
- All electrical appliances plugged or direct-wired are connected to an approved earth leakage device.
- Electrical leads must not be over-extended and must be switched off at the point of supply and removed when not in use.

- Leads must be supported clear of floors by use of stands or other suitable means at least two metres above floor level or run through protective covers which in turn do not create a hazard especially where cable leads run across public mall space and between tenancy areas.

9.11 Working at Heights

Written Safe Work Method statements and a Working at Height Permit (**See Form K**) must be supplied for all works over 1.8 metres from the ground. When accessing any high areas or near edges where there is a risk of falling, you must ensure all personnel are trained in the safe work procedure applicable. As a minimum risk control strategy, all personnel will wear full body harness, shock-absorbing lanyard and be connected to a fall restraint or fall arrest system.

The Contractor must supply personal protective equipment where required to complete the work.

9.12 Scaffolding

- Any work to be carried out at heights that require the use of scaffolding must comply with the relevant Work Safe Regulations.

9.13 Ladders

- Ladders must be in good order and structurally sound
- Ladders must be industrial grade and to approved standards.
- All contractors must conduct safe use of Ladder training for all their employees prior to coming to site.

- Ladders are not to be placed against any window or electrical equipment, cupboards etc.
- When using ladders in public areas, appropriate barriers and warning signs must be used on all sides of the ladder.
- No ladders are to be left standing if unattended in public areas of the Premises.

9.14 Access to Rooftop

- Please note when using ladders three limbs must be in contact with the ladder at all times. No ladders are to be left standing if unattended.
- All contractors must ensure that safe manual handling procedures are in place and comply with the Australian Standard for Manual Handling.
- All contractors must ensure that their staff is familiar with all hazardous areas on the roof area.

9.15 Confined Spaces

- All works involving Confined spaces must be conducted in accordance with relevant legislation and Australian Standard 2865, all personnel must have appropriate confined space training. A confined spaces access permit must be obtained from Premises Management. (see FORM H(1))
- No Confined Space work is to be conducted on-site without a written, full risk management plan including Safe Work Method Statements and written approval for the work by the Premises Management.

9.16 Protective Clothing and Equipment

It is the responsibility of the Supervisor or Manager of the tenant or contractor to ensure that their personnel have suitable protective clothing and equipment to carry out their tasks safely.

9.17 Personal Protective Equipment

- Personal Protective Equipment (PPE) must be worn at all times for a task, plant or equipment where a formal risk analysis has identified a hazard or risk that requires PPE.
- The use of PPE is considered the last line of defence in the hazard control hierarchy.
- PPE does not remove or control the hazard, it just limits the workers exposure - the hazard still exists.
- If the hazard can be completely removed from the workplace by a different method of work, this is the preferred option.

- Eg. Contractors **must** wear approved eye protection whilst performing any operation that may cause eye injury.

9.18 Barriers

Barriers must meet the following requirements:

- prevent incursion of pedestrian traffic and trolleys;
- prevent children from getting near dangerous equipment and services;
- be clearly marked and seen;
- must not create a slip/trip hazard;
- must be 900mm minimum in height; and
- must be able to take trolley strikes without collapsing.

Construction work barriers must meet the following requirements:

- be no less than 1.8m high;
- totally child-proof;
- not present a danger to public; and
- be of high quality and not degrade the Premises.

Temporary work barriers must meet the following requirements:

- be able to deter both pedestrian and trolley traffic; and
- not present a danger to the public and only to be used to designate a temporary work area ie, cleaning and painting etc.

9.19 Civil Works

- Physical barriers are to be erected to completely isolate the public from any civil works on site.
- All operators of equipment and assistants must hold current certificates of competency where required.
- Clear and standard signals must be used at all times in accordance with rigging codes and standards.
- Personnel must have the appropriate tickets or approvals for the work they are doing, eg; riggers, scaffolders, forklifts etc.
- All hoists and scaffolding are to be to the standards laid down by legislation and approved in writing where required.
- No penetration or hole is to be left without suitable barricades and signs in place.
- Trenches and excavations must be adequately shored and/or strutted before personnel are allowed access.
- Safe access and egress shall be provided in all excavations.

9.20 Structure Cutting & Coring

- The Contractor shall co-ordinate with Centre Management before carrying out any structural cutting/ coring/ drilling/chasing of walls and slabs for conduits/pipeworks etc.
- Approval is required from Centre Management prior to any coring of slabs.
- Prior to the commencement of any drilling, digging or cutting activities on site the Contractor must establish if any services or structural impairment will be affected by the activity.
- The contractor shall not chase blockwalls where conduits can be slotted in from the top and turned out at the base.
- Premises management will hold the Contractor liable for any repairs or damage caused by their works.

9.21 Isolations

Should a contractor need to isolate any system (security, water, power, fire etc), then the Operations Manager **must** be notified of their intention to interrupt a system, in writing before commencing. **All isolations must be approved by Centre Management. (See FORM I)**

9.22 Guarding

Guarding covering such items as rotating couplings, grinding wheels and general moving machinery (i.e. compactors) **must not** be left off without the correct isolation being in place.

No machinery, hand tools or any other type of equipment are to be operated without effective safety guards.

9.23 Fire Protection

All contractors should provide adequate fire protection as necessary. In particular a suitable fire extinguisher should be kept on site in the immediate area of the work being carried out.

9.24 Explosives

Explosives must not be used on site under any circumstances. This includes any explosive power tools.

9.25 Petrol Or Diesel Powered Equipment

If any petrol or diesel powered equipment is to be used on site, the Operations Manager must be notified prior to use. Fuel must be stored only in approved safety containers.

9.26 Equipment Damage

Any equipment damage (eg air conditioning ducts, fire systems, electrical) must be reported to the Operations Manager immediately.

9.27 Hoarding

For all shop works, eg. Vacating or incoming tenancy, a hoarding must be erected to Centre Management's specifications, by a licensed building contractor.

Shop front repairs or upgrades that require the closure of the tenancy during a trading day must also install a hoarding to Premises Management's specifications.

Please find a copy of the specifications attached to this document (see Section 16.0)

9.28 Dust Protection

- The contractor must conduct regular housekeeping and cleaning to ensure the presence of dusts and rubbish is kept to a minimum.
- All efforts possible must be used to minimise the occurrence of dust.
- The contractor must ensure all rubbish generated by their work is removed from site.
- Where reasonably practicable, ceiling to floor encapsulation of the tenancy should be used during fitout and dusty works.

10.0 NON-SMOKING ENVIRONMENT

These Premises are a total non-smoking environment.

11.0 SUPERVISION

All work carried out by contractors must be supervised, for its duration, by a competent, full-time foreman or supervisor who shall be fully experienced in all aspects of the works. The foreman is to be the trade person's representative on the site and must be empowered to take all necessary actions as requested by Centre Management in relation to safety, quality, performance and labour control, as well as the day to day organisation and planning of the works.

12.0 HANDLING & STORAGE

Tenant's, contractors and tradespeople are responsible for the security, handling and storage of all of their materials on site. All materials, rubbish etc. must be contained within the tenancy or site area. No material or rubbish is to be stored or placed outside the lease line or in the common areas.

Contractors must not transport or move materials through public areas during the Premise's trading hours, which are detailed in Section 1.3 above.

Contractors must keep the public areas clean, to Centre Management standards, at all times and must clean up any dust or mess created by their work.

13.0 INSURANCE

Prior to the commencement of works, all contractors and tradespeople (including those employed by tenants) must provide certificates of currency for the following insurances:

Public Liability:	\$10 million (minimum, per incident)
Workers Compensation:	Statutory
Contractors All Risk:	To total value of works + 20% (where applicable)
Professional Indemnity:	\$5 million (must maintain PI insurance for 6 years)

14.0 CERTIFICATION OF WORKS

Certificates of compliance must be provided upon the completion of any fitout works for the following areas: glazing, roller grilles, ceilings, shopfronts, partition walls, prefabricated structures, plumbing, electrical, fire & mechanical services.

Compliance must identify the installation component as well as the materials. Statutory rules and regulations are to be taken as a minimum guide only. Where Jones Lang LaSalle's requirements exceed these, Jones Lang LaSalle's requirements shall be met.

15.0 PROTECTION OF SURFACES

Contractors are responsible for protecting all surfaces and finished work from damage during the course of their works. Any damage to surfaces resulting from the contractor's work will be rectified at their cost.

When carrying out dusty works the hours of work as in Section 8.0 Noise & Vibration – Quiet Enjoyment, shall apply. All furniture and equipment in the common areas and other tenanted space shall be protected. The contractor shall be responsible for the cost of additional cleaning required. This should be organised through the Centre Management office.

16.0 HOARDING SPECIFICATIONS

Hoardings are to be erected for all vacating tenancies prior to the commencement of the strip out work.

For tenancies that have a rear access door, no door is required in the hoarding unless due to the size of the equipment to be removed, a front door is then required.

Doors in hoardings are to be sliding or swing in toward the shop front.

The door must be secure and lockable from the mall side of the hoarding and must remain locked during Premises trading hours.

The hoarding construction should consist of:

1. Steel stud framework to the line of bulkhead.
2. 10mm custom board screwed to steel stud.
3. All joints taped with masking tape for painting.
4. Custom board painted white.
5. Black 100mm skirting top and bottom of the hoarding.
6. The hoarding is to be a maximum of 500mm from the shopfront.
7. The two ends of the hoarding are to return at 45 degrees to the inter-tenancy walls.
8. The hoarding is to be self-supporting and braced back to the bulkhead.
9. The hoarding is to be sealed from the top to the bulkhead with clear plastic to stop all dust.

10. The hoarding is to be repaired and repainted should any damage occur, to maintain an acceptable standard.
11. All hoardings are to be inspected by Centre Management for approval of standard and presentation.
12. No advertising or writing is to be displayed on the hoardings without approval from centre management.

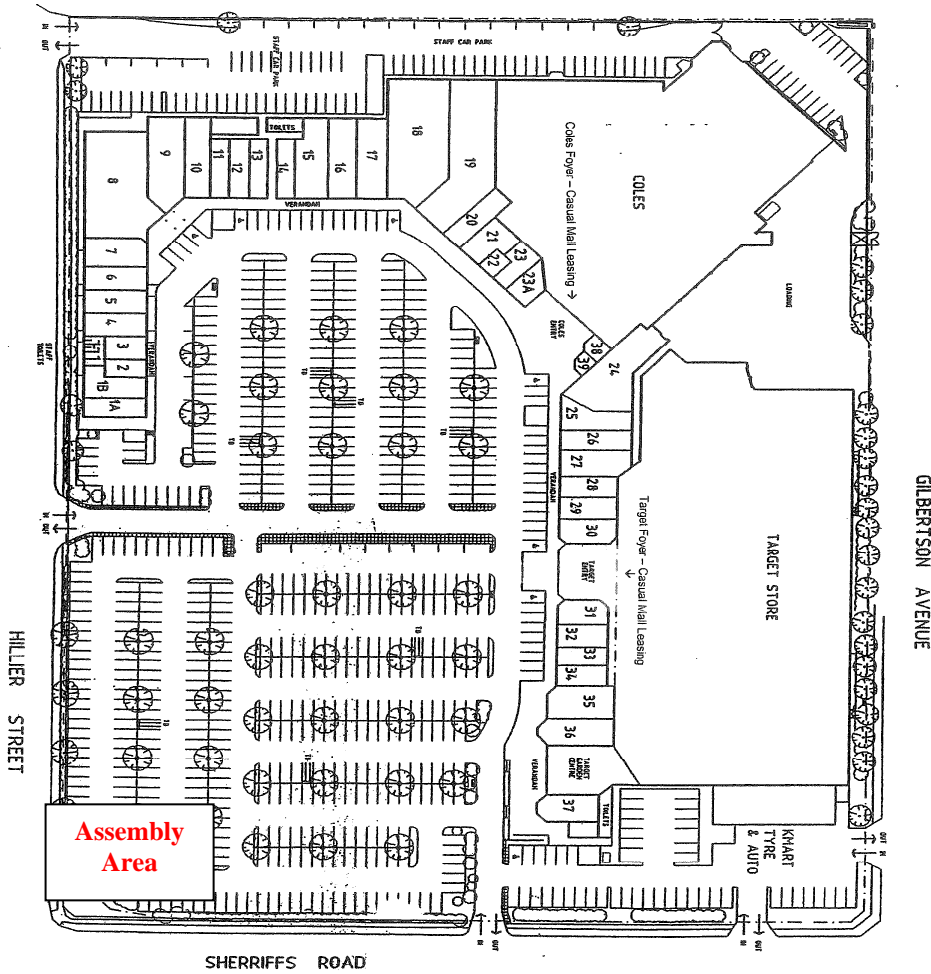
17.0 CONTRACTOR ACKNOWLEDGEMENT & INDUCTION CHECKLIST

As the Contractors representative on-site I.....have read ALL OF THE ABOVE INCLUDING THE ATTACHED APPENDICES and understand my obligations. I undertake to adequately instil the Safe work requirements and supervise these guidelines and rules with all of the people under my control.

Signature:		Date:
Company:	Position:	

18.0 APPENDIX ASSEMBLY AREA SITE PLANS

SOUTHGATE PLAZA



- | | |
|-------|-------------------------------------|
| MAJOR | COLES |
| MAJOR | Knart |
| 1A | Subway |
| 1B | Healthy Options |
| 2 | |
| 3/4 | Powerstate Credit Union |
| 5 | Body & Sole Beauty Care |
| 6 | Potter & Park Optometrists |
| 7 | Peter's Pets |
| 8 | Priceline Pharmacy |
| 9 | Sportspower |
| 10/11 | Australia Post |
| 12 | Johnny's Hairdresser |
| 13 | Flight Centre |
| 14/15 | Campbells Newsagency |
| 16 | Tandy Electronics |
| 17 | Jay Jays |
| 18 | Toyworld |
| 19 | Neds Emporium |
| 20 | Bakery Palace |
| 21 | Smokemart |
| 22 | Alphabones |
| 23 | Buds & Blooms |
| 24 | Liquorland |
| 25 | Southgate Cafe & Snack Bar |
| 26 | Lettuce Inn |
| 27 | Butlers Quality Meats |
| 28 | Bakers Delight |
| 29 | Allens Jewellers |
| 30 | Ed Harry Menswear |
| 31/32 | Best Direction |
| 33 | Optical Superstore |
| 34 | Spendless Shoes |
| 35 | Crossroads |
| 36 | Ausvac |
| 37 | |
| 38 | Fone Zone |
| 39 | Southgate Plaza Keys & Shoe Repairs |
| 40 | Knart Tyre & Auto |
| ATM | Adelaide Bank |
| ATM | National Australia Bank |

19.0 **APPENDIX C - JONES LANG LASALLE HEALTH & SAFETY
POLICY**



Environment, Health and Safety

Policy Statement

Whilst conducting our business and as part of this community it is the policy of Jones Lang LaSalle to actively support and maintain high standards of environmental sustainability within our operating constraints. We will continue to endeavour to be the industry leaders in providing a working environment that is safe and without risk to health.

Whilst compliance with the applicable Legislation and Standards are recognised as the minimum standard we will pursue the avenues of continuous improvement in environmental, health and safety practices. We will promote to all of our vested partners the importance that we place on this policy.

All Jones Lang LaSalle personnel, contractors and agents are hereby given notice that no process in any of our operations is more important than providing an environment that is safe and healthy for all who come in contact with our business. You are empowered and obliged to seek out a solution or report any situation that may pose a threat to this policy. You shall not hinder nor interfere with any person or process that has been provided in the interests of the environment, life safety or for health reasons.

I am personally committed to this policy and I urge all of our employees, contractors and agents, to make the success of this policy part of their personal goals.

Albert Ovidi

March 2000

20.0 **APPENDIX D – FORM A - CONTRACTOR DAILY SIGN IN / SIGN OUT REGISTER**

(NOTE: ALL SECTIONS MUST BE COMPLETED EVERY VISIT)

DATE	COMPANY NAME	CONTRACTOR'S NAME	SIGNATURE	TIME IN	TIME OUT	SITE INDUCTION COMPLETED Y / N	Risk Assessment Completed Y / N	Safe Work Method Statement Completed Y / N	LOCATION and DESCRIPTION OF WORKS	PERMITS REQD Service Isolation, Hot Work Permits etc.
		MOBILE PHONE No.								
	 Ph:								
	 Ph:								
	 Ph:								
	 Ph:								
	 Ph:								
	 Ph:								

21.0 **APPENDIX E – FORM B - CONTRACTOR SITE SPECIFIC INDUCTION REGISTER**

DATE	COMPANY NAME	INDUCTEE'S NAME	PERSONAL STATEMENT - 1 As acknowledged by my personal signature below, I have viewed, understood and agree to abide with the requirements of the Jones Lang LaSalle Contractor Induction video	PERSONAL STATEMENT - 2 As acknowledged by my personal signature below, I have read, understood and agree to abide with the requirements of the Jones Lang LaSalle House Rules applicable to this property.

22.0 APPENDIX F - FORM C - REGISTER OF KNOWN SITE HAZARDS

BUILDING LEVEL	AREA	EXACT LOCATION	HAZARD	PRECAUTIONS TO BE TAKEN	PERMIT TO BE COMPLETED PRIOR TO ACCESSING AREA	COMMENT

23.0 **APPENDIX G - FORM D (1) FIRE SYSTEMS ISOLATION REQUEST**

(3 PAGES)

This form is to be used when any isolation or impairment to the building's fire system eg. Sprinkler, Hydrant, Hose Reel, Fire Panel and EWIS systems) is carried out within Jones Lang LaSalle Managed Properties. This form is to be filled in by the fire protection services contractor (or by JLL staff/building security when isolating smoke detectors). Impairment to the fire system can only be carried out by a qualified fire protection services contractor (or JLL Staff/building security when isolating smoke detectors only)

• Date of Isolation:			
• Building Floor/ Location:			
• Name of Person undertaking Impairment:	•		
• Phone (Mobile) Contact Number:	•		
• Company undertaking Isolation:			
• Building Management Approval	Name:	Date:	
• Name of JLL Staff/Security Officer:			
Reason/Description of Impairment <i>To be filled in by the fire protection services contractor, JLL Staff or building security when isolating smoke detectors.</i>	Time Started	Time of expected On line	Actual Time On line

Does this isolation or impairment require any hot works within the building? YES NO
 If so, the attached "HOT WORKS PERMIT" must be filled in by the Fire Protection services contractor undertaking impairment.

Does this impairment **only** involve Isolation of Smoke Detectors? YES NO
 If not, the following page must be filled in by the fire protection services contractor undertaking the impairment.

Signature : _____ Date: _____ Time: _____

Checks to be Carried Out By Contractor <i>The Contractor must fill in and confirm that the following checks have been carried out before during and after carrying out any Impairments (in excess of isolating smoke detector).</i>	Contractor To Confirm		Comments	
	YES	NO		
1. Hot works permit must be filled out for any oxy cutting, grinding or welding. A fire watch of the work area and all adjacent will be maintained to ensure no fire conditions occur				
2. Only the required elements of the Fire Detection/Protection system are to be impaired				
3. System must be reinstated each night.				
4. Supplementary manual fire fighting equipment must used (additional fire extinguishers) in isolated area.				
5. After Impairment is complete all Fire protection equipment must be put back on line.				
6. State which component of the Fire Protection equipment is being impaired and the times of isolation and de-isolation			Required	
			YES	NO
« Sprinklers				
« Smoke Detectors.				
« Diesel/Electric Pumps.				
« Fire indicator Panels				
« Emergency Warning Evacuation System.				

<input type="checkbox"/> Transponders.			
<input type="checkbox"/> Fire Hose Reels.			
<input type="checkbox"/> Fire Hydrants.			
<p>All the above conditions have been checked and carried out before, during and after carrying out works. <u>Signature of Contractors:</u> _____ <u>Date:</u> _____ <u>Time:</u> _____</p> <p><u>Signature of JLL Staff/Security Officer:</u> _____ <u>Date:</u> _____ <u>Time:</u> _____</p>			
<p>All the above conditions have been checked and carried out before, during and after carrying out works. <u>Signature of Contractors:</u> _____ <u>Date:</u> _____ <u>Time:</u> _____</p> <p><u>Signature of JLL Staff/Security Officer:</u> _____ <u>Date:</u> _____ <u>Time:</u> _____</p>			
Fire Brigade Notified:	Yes	No	To Whom:
Fire Brigade Notified on Completion:	Yes	No	To Whom: SAMFS: ph.....
<p><i>JLL Staff/Security to issue copy of each completed FIRE SYSTEMS IMPAIRMENT NOTIFICATION to Building Property Management.</i></p>			

24.0 **APPENDIX H - FORM D - HOT WORKS PERMIT**

(3 PAGES)

This form is to be used when any Hot Works eg. welding, heating, oxy cutting or grinding is carried out within Jones Lang LaSalle Managed Sites.

• Date of Hot Work:			
• Building Floor/ Location of Works:			
• Name of Person undertaking Works:	•		
• Phone (Mobile) Contact Number:	•		
• Company undertaking Hot Works:	•		
• Building Management Approval	Name:	Date:	
• Name of JLL Staff/Security Officer	Name:		
Description of Activity <i>To be filled in by contractor.</i>	Time Started	Time of expected Completion	Time of Actual Completion
Does this work require any isolation or impairment to the buildings Fire protection system YES NO If so, the attached FIRE SYSTEMS IMPAIRMENT NOTIFICATION must be filled in by the person undertaking Hot Works. If in doubt contact building management.			

Initial Checks to be Carried Out By JLL Staff or Building Security <i>This checklist must be carried out and signed by the JLL Staff/Security officer before</i>	Condition Found	Defects Found	
1. Isolation of Smoke Detectors within the hot works area.			
2. All items in the following Contractor's Initial Checklist (Conditions 1 to 10 inclusive.) have been checked and signed off.			
3. The Contractor must provide a written safe work method statement & security attach to Hot Works Permit before permit is approved.			
All the above checks a have been carried out and checked. Signature of JLL Staff/Security Officer: _____ Date: _____ Time: _____			
Initial Checks to be Carried Out By Contractor <i>The Contractor must filled in and sign that the following checks have been carried out <u>prior</u> to the commencement of any Hot Work.</i>	Contractor To Confirm YES NO		Comments
1. Fire Sprinkler system in service			
2. Fire Extinguishers (CO ₂) must be provided by contractor and to accompany cutting, welding or grinding equipment. AT ALL TIMES			
3. Barriers/Curtains to be set up to prevent direct eye contact by other person with the arc of flame.			
4. All Oxy-acetylene units must be fitted with an anti-flashback arrestors.			
5. Persons undertaking works must be trained in the use of fire fighting equipment and the location and operation of all essential services on the relevant level of building.			
6. Ensure that, within 10 metres of work:			
« Floors swept clean of combustibles.			
« Combustible floors wet down, covered with damp sand or other shields.			

« All combustible material or flammable liquids moved from area if possible.		
« All wall and floor openings covered.		
« Spark retardant covers are suspended between works to collect sparks.		
7. For works on walls and ceilings ensure that:		
« The construction is non-combustible.		
« Combustibles are moved from the other side of the wall.		
8. For work on enclosed equipment (tanks, containers, ducts, dust collectors etc.):		
« Ensure that no flammable gases, dusts, liquids etc are present.		
« Clean all dust, rubbish etc out of the area before undertaking works.		
9. Upon completion of works a fire watch of the work area and all adjacent areas will be continually maintained for a minimum of 30 minutes to ensure no fire conditions occur.		
10. JLL Building Management/Security will be notified on completion of hot works.		
All the above conditions have been checked and carried out before work has commenced.		
<p><u>Signature of Contractors:</u> _____ <u>Date:</u> _____ <u>Time:</u> _____</p>		

Final Checks to be Carried Out By Contractor <i>The Contractor must return to the JLL Management Office/security desk to fill in and sign that the following checks have been carried out on completion of Hot Works.</i>	Contractor To Confirm YES NO	Comments
1. The work area and all adjacent areas where sparks may have spread were carefully inspected at least 30 minutes after works were completed, ensuring no fire conditions were present.		
2. The work area has been cleaned and clear to prevent any trip or slip hazards.		
3. JLL building Management/Security have been notified of completion of hot works		
All the above checks have been carried out on completion of hot work.		
Signature of Contractors: _____ Date: _____ Time: _____		
Final Checks to be Carried Out By JLL Staff/Security <i>This checklist must be carried out and signed by the JLL Staff member/Security officer after completion of Hot Works.</i>	Contractor To Confirm YES NO	Comments
1. A fire check of the work area and all adjacent areas where sparks may spread, ensuring no fire conditions occurred.		
2. De-Isolation of smoke detectors in within hot works area within 45 minutes of completion of works.		
All the above checks have been carried out and checked.		
Signature of JLL Staff/Security Officer: _____ Date: _____ Time: _____		

25.0 **APPENDIX I INCIDENT REPORT FORM - F**

(4 PAGES)

PROPERTY: _____

DATE REPORTED: _____ TIME _____

REPORTED: _____

EXACT LOCATION:

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____ DAY OF WEEK:

INCIDENT REPORTED BY: _____

INCIDENT REPORTED TO: _____

TIME INCIDENT LOCATION INSPECTED: _____

INSPECTED BY: _____

PART 1: INJURED PERSON DETAILS

NAME: _____

(Surname)

(Given Names)

ADDRESS: _____

TELEPHONE NO:

_____ (Home) _____ (Business)

_____ (Mobile)

DATE OF BIRTH: _____ (approx or guess if unknown)

MALE

FEMALE

WALKING STICK GLASSES CARRYING GOODS OTHER
IMPAIRMENTS

PART 2: WITNESS * DETAILS

* Eyewitnesses witnessed the incident; circumstantial witnesses witnessed the events leading up to or following the incident. Additional witnesses' details should be provided on attachment.

ATTACH STATEMENTS FOR ADDITIONAL COMMENTS

NAME OF WITNESS TO ACCIDENT:

(Surname) (Given Names)

ADDRESS OF WITNESS:

TELEPHONE NO: (Home) _____ (Business)

(Mobile) _____

TYPE OF WITNESS: EYE WITNESS CIRCUMSTANTIAL WITNESS

RELATIONSHIP TO INJURED PERSON:

(If more than one witness, please provide details)

IF ANOTHER PARTY RESPONSIBLE, PLEASE PROVIDE DETAILS:

PART 3: PERSONAL INJURY DETAILS

PART OF BODY INJURED (Place tick in appropriate box)

- | | | | | | |
|--------------|--------------------------|---------------|--------------------------|----------------|--------------------------|
| Head & Neck | <input type="checkbox"/> | Hip | <input type="checkbox"/> | Hands/ Fingers | <input type="checkbox"/> |
| Eyes or Face | <input type="checkbox"/> | Shoulder | <input type="checkbox"/> | Knee | <input type="checkbox"/> |
| Back & Trunk | <input type="checkbox"/> | Arms / Wrists | <input type="checkbox"/> | Feet and toes | <input type="checkbox"/> |

If Other, or multiple, please describe:

NATURE OF INJURY (Place tick in appropriate box)

- | | | | | | |
|--------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------|
| Multiple (Serious) | <input type="checkbox"/> | Minor Bruise - Not Disabling | <input type="checkbox"/> | Concussion/Unconscious | |
| Fracture | <input type="checkbox"/> | Major Bruising - Disabling | <input type="checkbox"/> | Burns/Scalds - requiring | |
| medical attention | <input type="checkbox"/> | Minor Cut/Laceration - No Stitches | <input type="checkbox"/> | Superficial | <input type="checkbox"/> |
| Sprain | <input type="checkbox"/> | Cut/Laceration requiring Stitches | <input type="checkbox"/> | No Apparent Injury | <input type="checkbox"/> |
| Dislocation | <input type="checkbox"/> | Minor Concussion | <input type="checkbox"/> | | |
| Ligament Damage | <input type="checkbox"/> | | | | |

If Other, describe:

DESCRIPTION OF and SEQUENCE OF EVENTS LEADING UP TO THE INCIDENT (as described by injured party)

DESCRIPTION OF INCIDENT (by you or independent witness)

WAS INJURED PERSON TAKEN TO: TREATMENT BY FIRST AIDER
DOCTOR/HOSPITAL AMBULANCE

NAME OF FIRST AIDER/ PERSON ATTENDING: _____

CONTACT NO: _____

OTHER (Please describe):

IF THIRD PARTY/CONTRACTOR AT FAULT: THIRD PARTY/CONTRACTOR'S NAME:

THIRD PARTY/CONTRACTOR'S INSURANCE DETAILS

PART 4: PROPERTY DAMAGE (complete if there is property damage)

ITEM DAMAGED:

DETAILS:

IF VIEWED AND BY WHOM:

PHOTOS TAKEN AND BY WHOM:

PART 5: LOCATION OF INCIDENT (Please tick in appropriate box)

Nearest Tenant: _____

- | | | | | | |
|---------------------|--------------------------|-------------------------|--------------------------|-----------------|--------------------------|
| Car Park Ramps | <input type="checkbox"/> | Common Areas - Non Food | <input type="checkbox"/> | Stairs | <input type="checkbox"/> |
| Entrance/Exit | <input type="checkbox"/> | Office Areas | <input type="checkbox"/> | Moving Walkways | <input type="checkbox"/> |
| Escalators | <input type="checkbox"/> | Internal Ramp | <input type="checkbox"/> | Elevators | <input type="checkbox"/> |
| Toilet Areas | <input type="checkbox"/> | Children's Play Area | <input type="checkbox"/> | Restaurants | <input type="checkbox"/> |
| Common Areas - Food | <input type="checkbox"/> | Car Parks | <input type="checkbox"/> | Other | <input type="checkbox"/> |

If Other, describe:

PART 6: TYPE OF INCIDENT (Please tick in appropriate box)

Slip and Fall of Person:

- | | | | | | |
|--------------------------|--------------------------|--------------------|--------------------------|-----------------------|--------------------------|
| Chips | <input type="checkbox"/> | Lack of Barrier | <input type="checkbox"/> | Uneven Floor | <input type="checkbox"/> |
| Ice Cream | <input type="checkbox"/> | Rainwater on floor | <input type="checkbox"/> | Tripped over Object | <input type="checkbox"/> |
| Beverage | <input type="checkbox"/> | Barrier/Signs | <input type="checkbox"/> | Steps/Stairs | <input type="checkbox"/> |
| Floor Slippery (Surface) | <input type="checkbox"/> | Other Food | <input type="checkbox"/> | Vegetable/Fruit items | <input type="checkbox"/> |
| Inadequate Lighting | <input type="checkbox"/> | Vomit | <input type="checkbox"/> | No apparent | <input type="checkbox"/> |
| Reason | <input type="checkbox"/> | | | | |
| Person running | <input type="checkbox"/> | | | | |

If Other, describe:

Type of surface

- | | | | | | |
|-------------------|--------------------------|--------|--------------------------|----------|--------------------------|
| Marble | <input type="checkbox"/> | Tile | <input type="checkbox"/> | Carpet | <input type="checkbox"/> |
| Speed hump | <input type="checkbox"/> | Timber | <input type="checkbox"/> | Bitumen | <input type="checkbox"/> |
| Terrazzo | <input type="checkbox"/> | Vinyl | <input type="checkbox"/> | Concrete | <input type="checkbox"/> |
| Dirt/grass/garden | <input type="checkbox"/> | | | | |
| Slate | <input type="checkbox"/> | | | | |
| Other | <input type="checkbox"/> | | | | |

If Other, describe:

Caught in:

Door Escalator/Elevator
Machinery Other

If Other, describe:

Stepping on or Striking Against:

Display Stands Escalator/Elevator Other
 Sharp Edges/Protruding Objects Doors

If Other, describe:

Other

Falling Objects If Falling objects, please
describe: _____

Water Damage

WAS INJURED PERSON Reasonable Upset Aggressive

Add relevant comments:

CLEANER ON DUTY: _____ CLEANING SUPERVISOR: _____

TIME LOCATION LAST INSPECTED: _____ TIME LAST
CLEANED: _____

PLEASE ATTACH WRITTEN STATEMENT FROM CLEANER (If appropriate)

SAMPLE