



Australian Government
IP Australia

IP Australia Site Safety Contractor Handbook

PATENTS

TRADE MARKS

DESIGNS

PLANT BREEDER'S RIGHTS

Robust intellectual property rights delivered efficiently

P

TM

D

PBR

Table of Contents

| | |
|---|----|
| Overview | 4 |
| Purpose | 4 |
| Definitions | 4 |
| Site Book to supplement the contract..... | 4 |
| Laws to be complied with | 4 |
| Environmental Management | 5 |
| Key Contacts | 5 |
| Hume Warehouse..... | 5 |
| MPEC phone numbers | 5 |
| Further information | 5 |
| Conduct..... | 6 |
| Confidential Information..... | 6 |
| No Smoking | 6 |
| Code of Conduct | 6 |
| Harassment and Bullying..... | 7 |
| Access to IP Australia | 8 |
| Access to IP Australia Premises | 8 |
| Access to IP Australia HUME Warehouse | 8 |
| Access to IP MPEC..... | 8 |
| Facilities | 8 |
| Access and Egress..... | 8 |
| Security passes..... | 9 |
| Visitor Passes | 10 |
| Contractor Passes | 10 |
| Appropriate display of security pass..... | 10 |
| IP Australia | 11 |
| Parking..... | 11 |
| MPEC Parking | 11 |
| Emergency procedures..... | 12 |
| First Aid Emergencies | 12 |
| Other Emergencies | 12 |
| Emergency Evacuation Procedures..... | 12 |
| Emergency contact numbers..... | 13 |
| ACT Evacuation Assembly points | 14 |
| Hume 1 | 14 |
| Evacuation Assembly point | 14 |
| Hume 2 | 15 |
| Evacuation Assembly point | 15 |
| MPEC Evacuation Assembly point..... | 16 |
| Safe Work Procedures..... | 17 |
| General | 17 |
| Work safely in IP Australia..... | 17 |
| Work Groups | 17 |
| Hazardous Substances and Dangerous Goods..... | 18 |
| Tagging of Equipment | 18 |
| Manual Handling | 18 |
| Incident Notification | 19 |
| Accidents and Incidents | 19 |
| Incidents requiring first aid treatment | 19 |
| Notifiable incidents..... | 20 |

Revision History

| Date | Changes |
|------------|--|
| 20/02/2012 | Document approved for publication |
| 29/02/2012 | Document updated to incorporate feedback from Procurement to clarify the book's relationship to contracts. |
| 28/06/2012 | Document updated to include the Hume Warehouses evacuation procedures and MPEC Security Access and contact numbers. The name of the document was updated from 'IP Australia Site Safety Book' to 'IP Australia Site Safety Contractor Handbook'. |
| | |

Overview

Purpose The purpose of this book is to provide contractors and consultants with information in respect to:

- access within IP Australia Discovery House, Hume Warehouse and IP Australia Melbourne Office.
- work procedures
- code of conduct, and
- safety matters including emergency evacuation procedures.

Definitions Below is a list of definitions for terms used in this document:

| Term | Definition |
|--------------------------|--|
| Contractor | Includes consultant, sub-consultant, sub-contractor, construction/project manager |
| Worker | Includes any individual undertaking work on behalf of IP Australia (as defined in the <i>Work Health and Safety Act 2011</i>) |
| Contract Manager | Refers to the IP Australia employee responsible for the management of the project or contract. |
| Regulator | Comcare Australia is the regulator for the Commonwealth Jurisdiction. |
| Supervisor | Refers to the IP Australia employee the Contractor reports to, if other than the Contract Manager. |
| Safety Data Sheet | Also known as a Material Safety Data Sheet (MSDS). |

Site Book to supplement the contract In particular, this Site Safety Book will assist contractors who are engaged to work within IP Australia Discovery House, Hume Warehouse and IP Australia Melbourne Office.

The instructions and procedures contained in this document are supplementary to the terms and conditions of any contractual arrangement.

Non-compliance may leave the contractor subject to a stop work order including liability for any costs incurred.

The contractor is responsible for ensuring that all employees, sub-contractors or sub-consultant under their control comply with these instructions and procedures.

Laws to be complied with All laws, regulations etc which are enforceable in the Australia Capital Territory or Victoria shall be observed.

The contractor or consultant shall observe and comply with the provisions of the Commonwealth and relevant State/Territory Work Health and Safety legislation, paying particular attention to safe working practices.

Continued on next page

Overview, Continued

Environmental Management

IP Australia has made a commitment to the environment by developing an Environmental Management System (EMS) for the organisation. The system was designed to the ISO 14001 standard. In May 2008, IP Australia achieved initial certification against the standard. This certification is reviewed every three years to ensure the EMS continues to meet the standard.

Initiatives:

- power saving – switch off lights, computers, equipment when not in use
- recycling – bins in kitchens, mobile phone collection points, battery collection points
- bicycle locker – available to all workers in IP Australia Discovery House (security pass access)
- video conferencing

Key Contacts

Below is a list of key contact numbers within IP Australia

| Contact | Number |
|-----------------------------------|----------------|
| Maintenance | (02) 6283 2555 |
| Workplace Safety & Wellbeing Team | (02) 6283 2035 |
| Duty Officer | 0414 512 513 |
| Guard Desk, Main Foyer | (02) 6283 2703 |
| IT Service Centre | (02) 6283 3100 |

Hume Warehouse

Key telephone numbers are as follows:

| Contact | Phone Number |
|----------------------------------|------------------------------|
| Operations Manager/Supervisor CM | 0434 609 344 0404 822 603 |
| Hume Contact | 0414 575 840 0416 205 121 |

MPEC phone numbers

Key telephone numbers are as follows:

| Contact | Phone Number |
|-----------------------------|----------------|
| MPEC Administration Manager | (03) 9935 9602 |

Further information

Further information is available on IP Australia's intranet **Our People | Health and Safety**, or by contacting the Contract Manager.

Conduct

Confidential Information

Information held by IP Australia is subject to legislation including but not limited to the following:

- *Crimes Act 1914* (Commonwealth)
- Criminal Code 1995
- *Privacy Act 1988*
- *Public Service Act 1999*
- Public Service Regulations
- *Patents Act 1990*
- Patent Regulations
- *Trade Marks Act 1995*
- Trade Marks Regulations
- *Designs Act 2003*
- Designs Regulations
- *Plant Breeders Right Act 1994*
- Plant Breeders Rights Regulations

Documents within the area must not be touched, inspected or read, unless directly relevant to work being undertaken.

Should you see or hear any information during the course of your work it should not be discussed.

Photographs must not be taken without permission.

No Smoking

Contractors are also reminded that IP Australia has a no smoking policy which does not permit workers to smoke other than during official meal breaks and smoking is not permitted within 15 metres of IP Australia premises at any time.

A copy of [IP Australia's No Smoking Policy](#) can be found on our website.

Code of Conduct

No work must be undertaken under the influence of drugs or alcohol.

Behaviour liable to place persons or property at risk is forbidden.

Accident prevention measures implemented at IP Australia must not be interfered with or rendered less effective.

All areas shall be left in a neat, tidy and safe condition.

If difficulties occur with occupants of the area please refer the matter to the Supervisor/Contract Manager.

Continued on next page

Conduct, Continued

Harassment and Bullying

Contractors are expected to be treated, and in turn must treat other workers at IP Australia, with respect and courtesy and without harassment. Harassment is offensive, belittling or threatening behaviour which may be based on some real or perceived attribute such as race, disability, gender, sexual preference or age.

Any inappropriate behaviour should be reported to the Supervisor/Contract Manager immediately.

Access to IP Australia

**Access to IP
Australia
Premises**

Access to IP Australia premises is between 7:00am - 7:00pm.

Access outside of these hours is by prior approval only. Approval should be sought from the Supervisor/Contract Manager and/or the Security Section.

IP Australia has a security guard on site 24/7.

All contractors will be provided with a Site Safety Contractor Handout and are required to sign a Site Safety Contractor Checklist prior to commencing work.

**Access to IP
Australia
HUME
Warehouse**

Access to the Hume premises is between 7:30am - 4:30pm.

Access outside of these hours is by prior approval only. Approval should be sought from the Operations Manager/Supervisor Correspondence Management, Supervisor/Contract Manager and/or the Security Section.

Operations Manager/Supervisor Correspondence Management will need to be informed prior to attending Hume. Upon arrival at Hume a IPA staff member is to be informed and the visitors booklet will need to be signed when entering and existing both warehouse

IP Australia Hume Warehouse is alarmed and monitored 24/7.

All contractors will be provided with a Site Safety Contractor Handout and are required to sign a Site Safety Contractor Checklist prior to commencing work.

**Access to IP
MPEC**

IP Australia MPEC premises is accessible between 7:00am and 7:00pm for contractors with a security clearance.

Other contractor access is by appointment, between the hours of 8:00am to 4:00pm. Consideration will be given to hours outside these times in special circumstances.

Facilities

IP Australia provides the following facilities for all workers:

- Kitchens and breakout areas
 - Toilets
 - Change facilities
 - Amenities room
 - First aid rooms.
-

**Access and
Egress**

All corridors/walkways in IP Australia form part of the required exits from the building and should not be obstructed at any time.

If work requires a corridor/walkway to be blocked off, prior approval must be obtained and appropriate signage displayed. Approval to block

corridors/walkways should be sought from the Supervisor/Contract Manager and/or the Property & Services Section.

Security passes

All workers and visitors to IP Australia require a security pass for access to non-public areas of the premises.

There are two types of passes which may be issued to contractors:

- visitor pass, or
- contractor pass.

Passes are issued subject to the following conditions:

- The pass must be presented for inspection on request.
- The pass must not be altered in any way.
- The pass must not be transferred.
- While the pass remains in his/her custody, the pass holder must protect the pass against loss, theft or damage.
- No access to sensitive/classified material is authorised.
- The loss or theft of a pass must be reported to the Security Section as soon as possible.

IP Australia passes are to be returned to the Security Guard at the conclusion of the works under the Contract.

MPEC security passes are to be returned to the Administration Manager.

Continued on next page

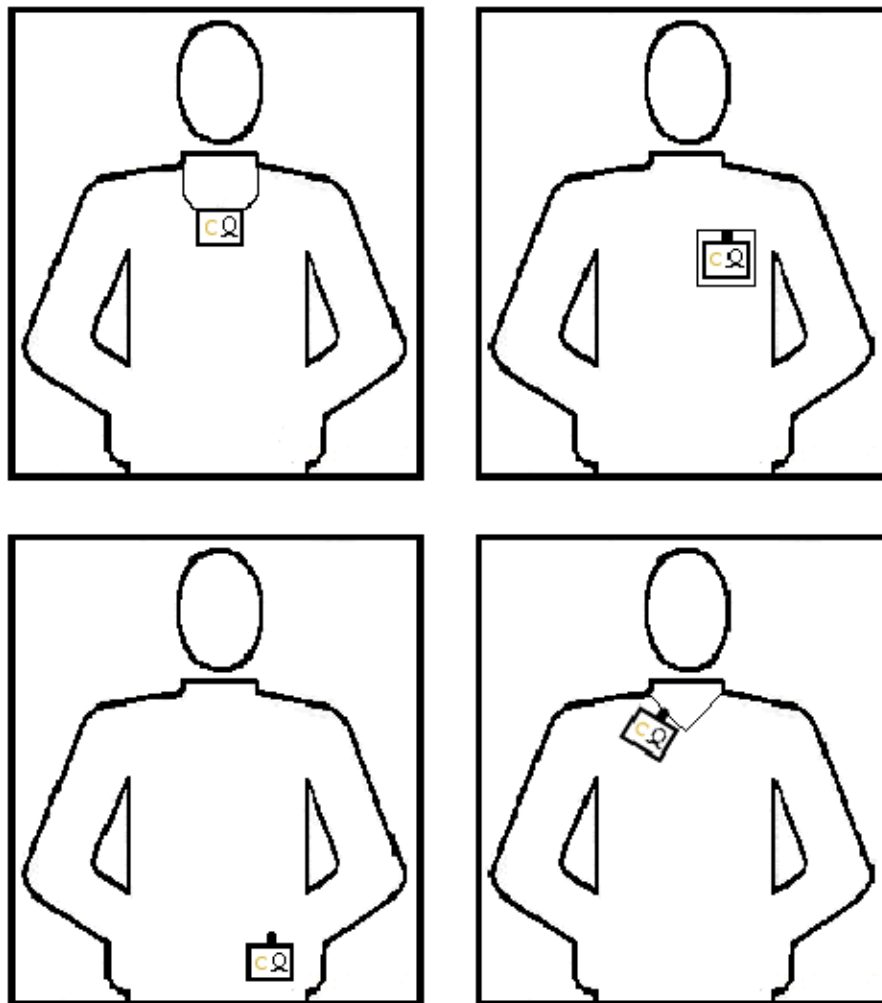
Access to IP Australia, Continued

Visitor Passes A visitor pass requires the pass holder to be escorted by a member of staff at all times while in the building.

Contractor Passes A contractor pass can be issued, after an Australian Government or IP Australia security clearance has been granted. This allows the pass holder to access the building unescorted.

To arrange a security clearance a Request for Security Clearance form must be completed and returned to the Agency Security Advisor.

Appropriate display of security pass Persons issued with a pass are required to clearly display it in a readily visible location on their person at all times whilst in the building (see diagrams below).



Continued on next page

Access to IP Australia, Continued

**IP Australia
Parking**

Generally, there is no onsite car parking for contractors. There are several public car parks in close proximity to IP Australia.

Limited parking may be available with prior arrangement for contractors requiring access to tools/equipment. If you require onsite car parking, please advise the Supervisor/Contract Manager.

MPEC Parking

There is no onsite parking for contractors at MPEC, Street parking is limited, but there is a public car park in Dale St, in the 658 Church St commercial precinct.

Emergency procedures

First Aid Emergencies

IP Australia has a number of trained First Aid Officers on site, as well as defibrillators located throughout the building.

Should you require first aid assistance, contact lists are located on the notice boards located in or near the kitchens on each floor.

The Emergency Contact number for First Aid Officers is 2911, this number will call all First Aid Officers in the IP Australia building.

Other Emergencies

All contractors will be instructed on IP Australia's emergency evacuation procedures by the Supervisor/Contract Manager upon their arrival at IP Australia premises.

Contractors should familiarise themselves with the location of the nearest fire exit, and an alternative, before commencing work.

The fire emergency exits from the building are not to be used for routine access to and from the building. They must be kept clear of obstructions at all times and not used for the storage of materials.

Should a contractor encounter an emergency situation in the building they should immediately advise their supervisor/contract manager.

Trial evacuations for all areas are conducted routinely and all occupants including contractors are to comply.

Emergency Evacuation Procedures

Wardens and Deputy Wardens supervise evacuations from the building. The Wardens are entrusted with ensuring a quick and safe evacuation of their area during an emergency. They are identified in an emergency by red or yellow safety helmets.

IP Australia is fitted with both audio and visual alarms in the event of an emergency.

Evacuation Procedure

In the event of a fire or other emergency evacuation, an alert by alarm signals will be broadcast over the public address system, they are:

- Alert signal - "Beep, Beep, Beep" – orange flashing lights, and
- Evacuate signal – "Whoop, Whoop, Whoop" – red flashing lights.

When the 'alert' alarm is sounded building occupants should:

- gather their personal belongings
- switch-off and/or isolate all equipment etc (if time permits),
- tradespersons on site should make the site safe (if time permits), and
- assemble adjacent to the nearest fire exit, then await instructions from your Warden.

Continued on next page

Emergency procedures, Continued

Emergency Evacuation Procedures (continued)

When the 'evacuation' alarm is sounded:

- Walk briskly (do not run) to your nearest emergency fire exit or as directed by your Floor Warden.
- Remember to close, BUT DO NOT LOCK, office doors when leaving.
- Do not use the lifts.
- When in the stairwell,
 - walk calmly and do not attempt to push other people ahead of you,
 - avoid unnecessary shouting or talking,
 - do not look around for friends or wait for them on another level,
 - do not leave the fire stairs at any other level except the ground floor.
- Proceed to the designated assembly point and await further instructions.

Do not re-enter the building unless directed to by a Fire Warden.

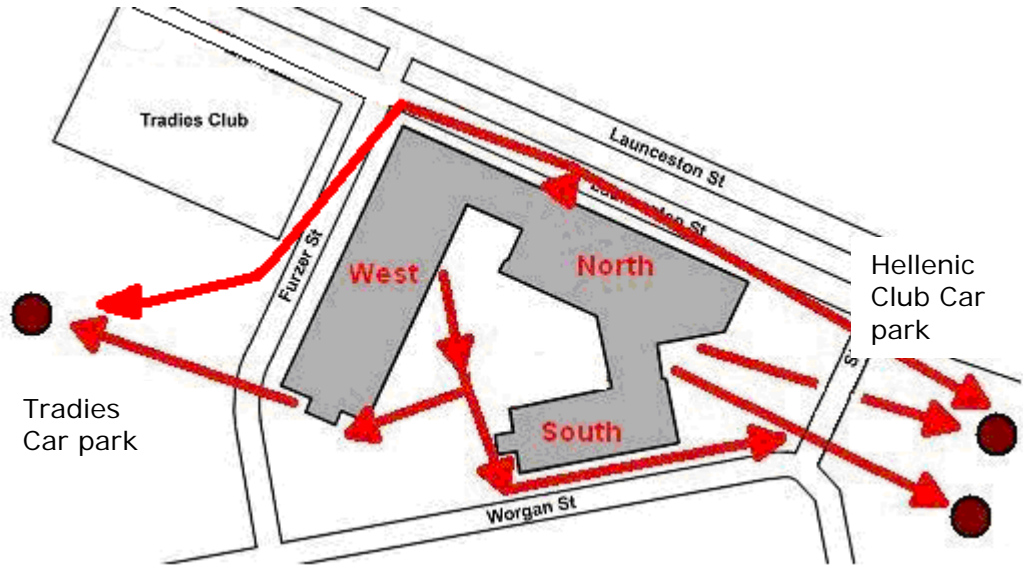
Emergency contact numbers

Please refer to key contact numbers on page 5.

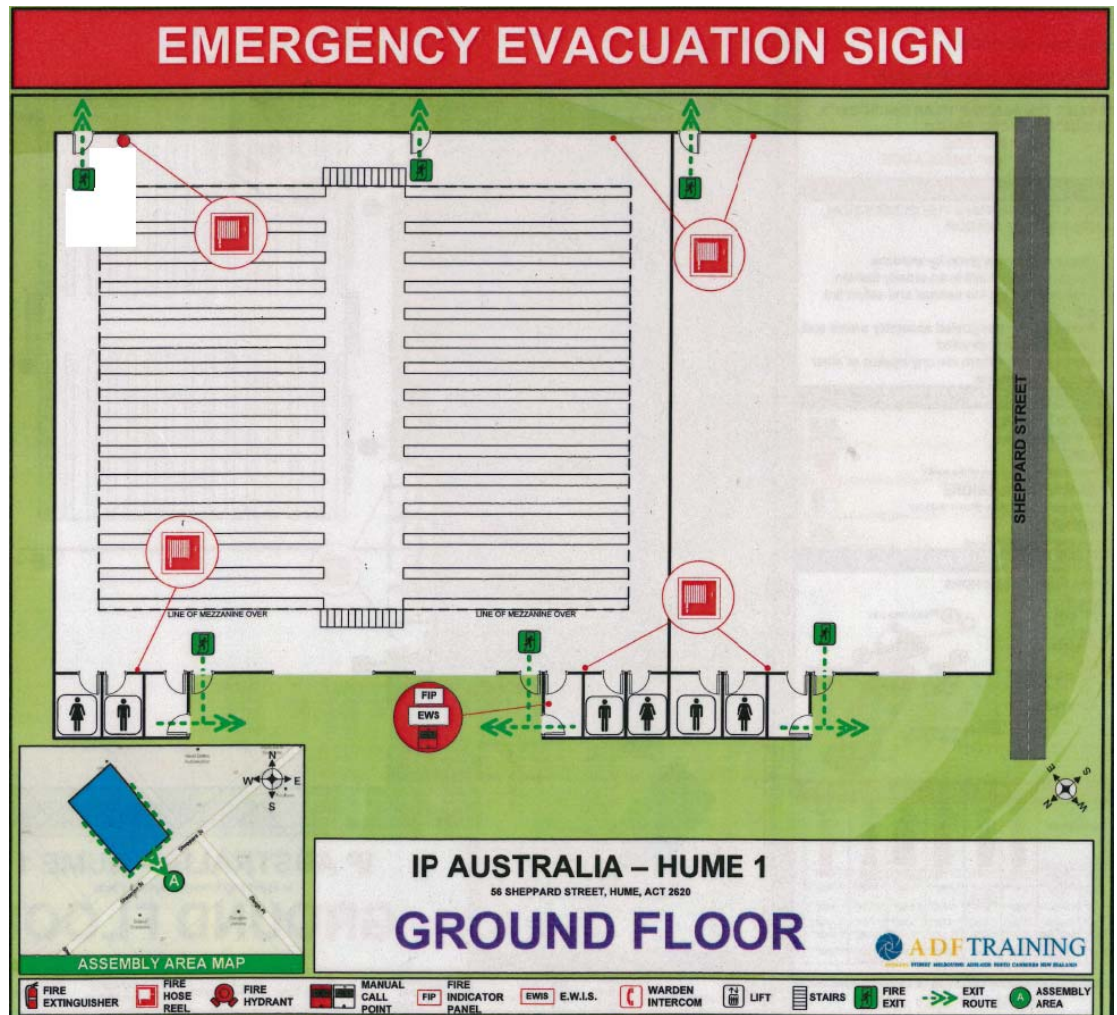
Continued on next page

Emergency procedures, Continued

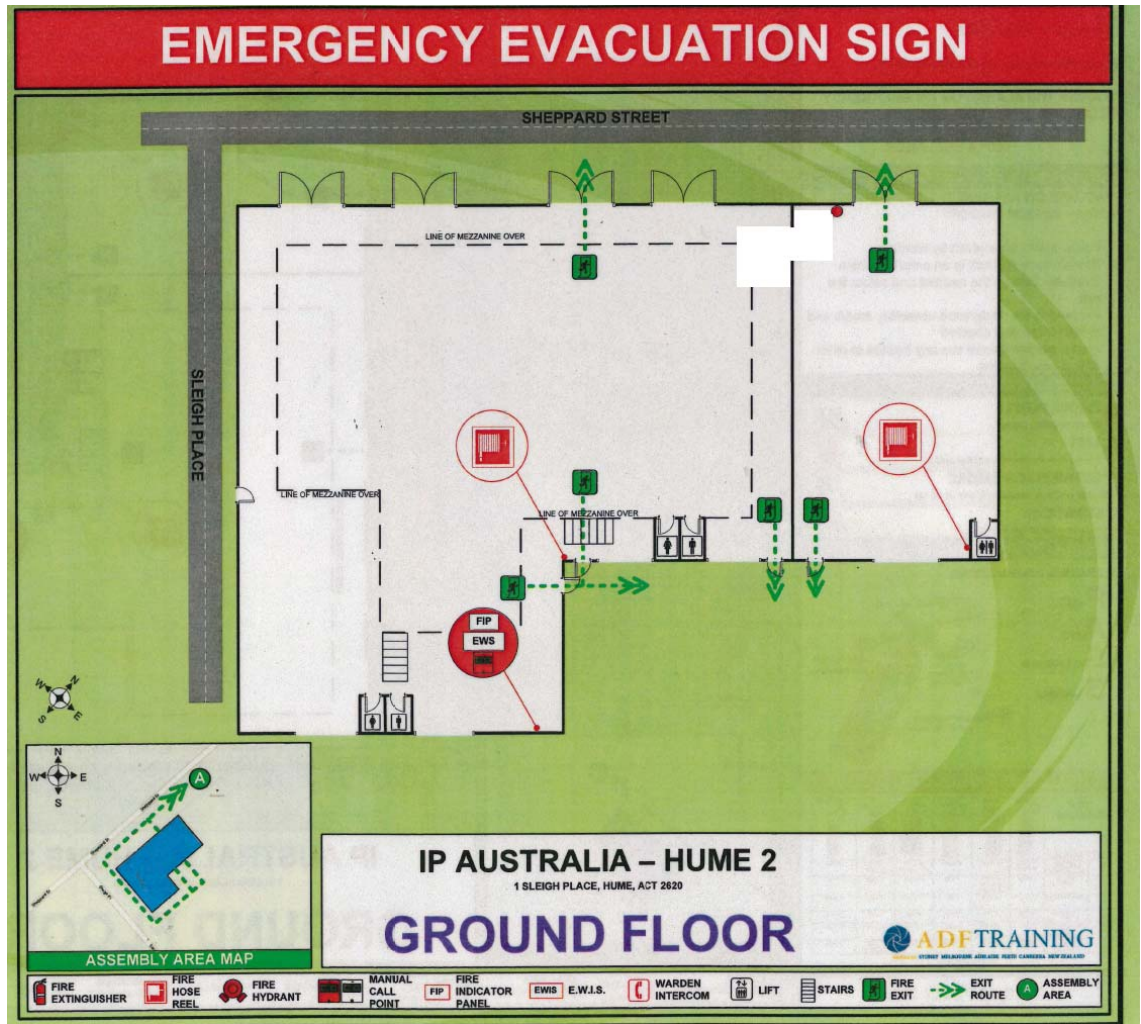
ACT
Evacuation
Assembly
points



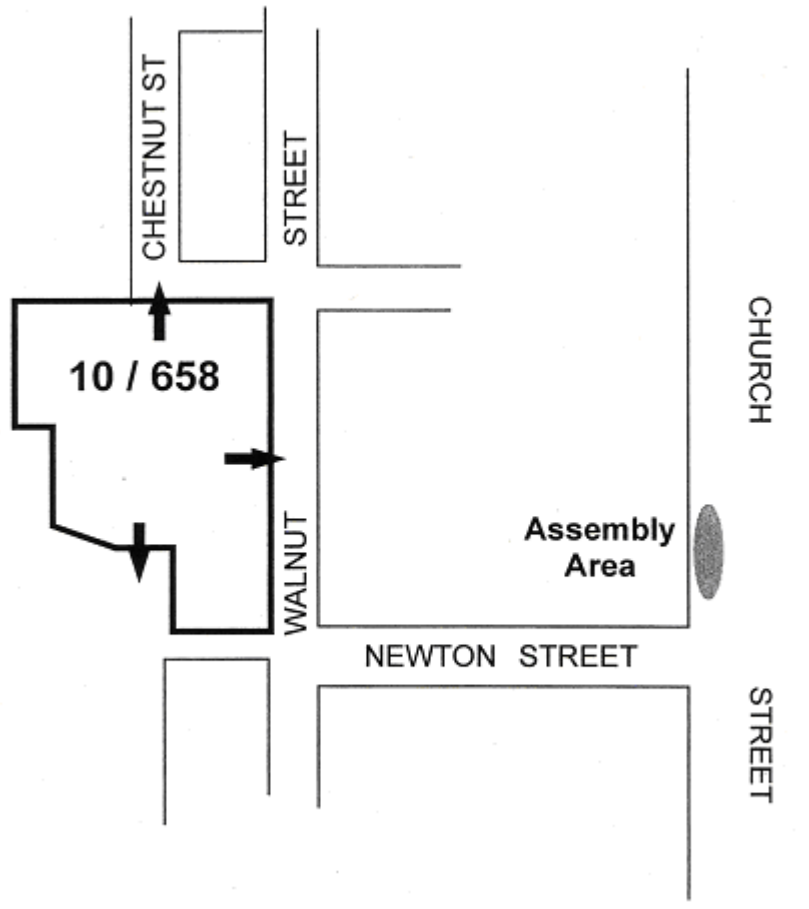
Hume 1
Evacuation
Assembly point



Hume 2
Evacuation
Assembly point



MPEC
Evacuation
Assembly
point



Safe Work Procedures

General

Contractors are reminded of their obligations and responsibilities to comply with relevant industry legislation, standards and codes of practice as well as the *Work Health and Safety Act 2011* (Commonwealth and relevant State/Territory), *Work Health and Safety Regulations 2011* and any associated Codes of Practice.

Contractors shall:

- allow free entry to the work site by the Supervisor/Contract Manager or other safety personnel as authorised
- take all practicable precautions to minimise noise, dust and fumes resulting from works
- on a daily basis, dispose of solid, liquid and gaseous contaminants in accordance with all statutory and contractual requirements.

Contractors are advised that all corridors/walkways in IP Australia form part of the required exits from the building and should not be obstructed. If work requires a corridor to be blocked off, approval from the Supervisor/Contract Manager and/or the Property & Services Section should be sought and appropriate signage displayed.

Before commencing any works on IP Australia premises, contact the Supervisor/Contract Manager to:

- discuss any safety concerns
 - arrange a site inspection if required.
-

Work safely in IP Australia

All workers at IP Australia are responsible for using safe working methods and maintaining a safe working environment.

No one should work under conditions that are not safe, if there is any doubt this needs to be reported to the relevant supervisor/contract manager.

All hazards must be reported to the relevant supervisor/contract manager.

Safety hazards must be observed. The cost of not doing a job safely far out weighs the possible impact.

BEFORE starting work in a particular area, always check the locations of:

- telephones
 - fire extinguishers
 - supervisors and work colleagues, and
 - emergency exits.
-

Work Groups

IP Australia has been divided into 15 work groups, each work group is represented by one Health and Safety Representative (HSR) and one deputy HSR. You will be part of the same work group as your supervisor / IP Australia Contract Manager.

Continued on next page

Safe Work Procedures, Continued

Hazardous Substances and Dangerous Goods

Management of chemicals and hazardous substances brought onto IP Australia premises will be in accordance with the WHS Act, Regulations and Hazardous Chemicals Codes of Practice.

The contractor is fully responsible for the management, storage, use and environmentally safe disposal of all chemicals, poisons and other hazardous substances that they or their sub-contractors are authorised to bring onto IP Australia premises.

In particular the Contractor is to ensure the following:

- hold minimum quantities on site
- use an environmentally friendly product if one is available on the market
- use products that are the least hazardous to persons
- store all materials in approved containers segregated according to their Dangerous Goods classification
- use only appropriately trained, experienced and licensed (if applicable) staff
- use only industry established and accepted work practices
- maintain, on site, a register of all chemicals, poisons and other hazardous substances that are to be used and as a minimum, the register is to contain the following information:
 - Safety Data Sheet (SDS) for each item
 - quantities and location of each item
 - record of staff training
 - record of risk assessments performed, and
- provide a hard copy of all SDSs to the Contract Manager who will provide copies to the Property & Services Section.

Tagging of Equipment

The contractor shall be responsible for his own electrical safety and shall ensure that all leads, sockets, plugs and equipment are in good/safe working condition and have the appropriate tool check tag attached in accordance with *AS/NZS 3760:2010 - Inspection & Testing – Recording of Tests*.

IP Australia's Property & Services Section will NOT undertake inspection or tagging of contractors equipment.

Manual Handling

Manual handling tasks that are likely to be a risk to health and safety must be examined and assessed for risk in accordance with the [National Standard for Manual Tasks](#) and the Hazardous Work Code of Practice.

Manual handling tasks should only be undertaken by persons who have been trained in safe manual handling techniques.

Incident Notification

Accidents and Incidents

If an accident or incident occurs whilst working at IP Australia, the following steps should be followed:

- a. Involved person(s) to contact the supervisor/contract manager as soon as possible after the event.
- b. Involved person(s) to complete part A & C of the WHS Incident report – injury/near miss/hazard Form.
- c. The supervisor/contract manager to complete Part B & Part D of the WHS Incident report – injury/near miss/hazard Form and forward to the Workplace Safety & Wellbeing Team.

If an incident should occur after hours, the incident should be reported to the Duty Officer (0414 512 513) as soon as possible.

An incident is defined as any event that:

- results in injury or disease
- endangers the health and/or safety of a person, including near misses
- results in death, or
- causes damage to plant or property.

Do not disturb the site of a serious accident, or move any equipment unless necessary to make the site safe or attend to injuries.

Incidents requiring first aid treatment

IP Australia has the following on site:

- trained First Aid Officers
- first aid room(s)
- automatic external defibrillators.

If an accident or incident occurs where an individual requires first aid attention, the following steps should be followed:

- a. A First Aid Officer should be contacted. A contact list of current First Aid Officers is maintained on the noticeboards located in or near each kitchen in the building. Alternatively pick up an active phone in the IP Australia building and call 2911, this number will call all the First Aid officers in the building.
 - b. Involved person(s) to contact the supervisor/contract manager as soon as possible after the event.
 - c. Involved person(s) to complete part A & C of the WHS Incident report – injury/near miss/hazard Form.
 - d. The supervisor/contract manager to complete Part B & Part D of the WHS Incident report – injury/near miss/hazard Form and forward to the Workplace Safety & Wellbeing Team.
-

Continued on next page

Incident Notification, Continued

Notifiable incidents

IP Australia has a legal requirement to report notifiable incidents to Comcare (the regulator for the Commonwealth jurisdiction). A notifiable incident is one which results in:

- the death of a person
- serious injury or illness, or
- a dangerous incident (where no one was injured, but the potential for death or serious injury/illness existed).

Notification will be made to Comcare by the Workplace Safety & Wellbeing Team immediately after IP Australia becomes aware that an incident occurred.
