



HIGH COURT OF AUSTRALIA
PROPERTY PROJECT OFFICER

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Contractor Site Terms & Conditions

January 2018

1. INTRODUCTION

This Contractor Site Terms & Conditions Manual outlines the procedures and guidelines that the High Court of Australia (HCA) expects all contractors to adhere whilst working at the HCA building and/or precinct. It is essential that persons who are required to carry out work at HCA have access to the *information contained in this manual*.

Should there be any queries in relation to any information contained in this manual, please contact the Office of the Marshal of the HCA on (02) 6270 6853 or Property Project Officer (02) 6270 6875

2. CONSTRUCTION INDUCTION TRAINING CARD (WHITE CARD)

General construction induction training is mandatory for all workers who carry out construction work and access operational construction zones unaccompanied or not directly supervised by someone who has had the training. This includes project managers, engineers, architects, supervisors, surveyors, labourers and tradespeople.

A worker carrying out construction work must keep their general construction industry training card (CITC) available for inspection at all times by a High Court representative; alternatively, if they are waiting for their CITC to be issued they must hold and make available their general construction induction training certification.

Visitors to a construction site accompanied by an inducted worker, or those carrying out work outside of the construction site do not require a CITC.

This requirement is in addition to following other Contractor Site Terms and Conditions.

3. WORKING HOURS

The hours that you are permitted to work at the HCA are as agreed between you and the Courts Representatives, the Office of the Marshal or Property Project Officer.

4. SECURITY REQUIREMENT AND ENTRY INTO PREMISES

The Court has implemented screening on entry into the Court building, and restricted access to its car park and loading dock areas. As part of these restrictions the following instructions apply;

Long-term contractors

Prior to receiving a pass, all Long-term contractors (and supervisors are to provide to the contract manager/Marshal a police check or (if they have been issued a security clearance, their full name and date of birth or Clearance number (must hold a current, valid minimum Baseline clearance).

Once confirmed, the contractor will be provided with programmed card for their work area (generally business hours and those floors allowing access to work locations. This may include floors required to access AH units etc., which may not appear to be on the same floors as designated work areas.

The contractor is to wear the pass at all times, and present it to any HCA employee upon request.

Walk in – where contractors are to enter the premises on foot, they are to be scanned through the scanner as per a normal visitor (non-employee). By exception contract supervisors may use staff entrance if pre-arranged (for early or out of hours starts when main entrance doors are not open). In any case, all contractors must be scanned through the security screening point.

If carrying items, those items must go through the scanner or be inspected by a security guard or Building Operations employee. Where sharps are required for work (chisels, blades, etc.), these items will be identified and can be carried into the premises. They remain the responsibility of the contractor at all times and must be accounted for upon exit from the premises.

Drive-in – where contractor are to deliver goods or larger tools to the worksite, they are to pre-arrange access to the loading dock. Once access is provided, the contractors are to drive their vehicle into the loading dock and unload tools, consumables, etc. onto the loading dock for inspection. Unloaded items are inspected by guard/Building Operations staff. Any items not permitted to be brought into the building are to reloaded into the vehicle.

The driver is to then immediately remove their vehicle and park in contractor car-park/pay parking area, then re-enter the building using the above 'walk-in' procedure, collect their items from the loading dock and proceed to work.

Where a vehicle is required at the end of the task to collect items, the vehicle is to be driven into the loading dock, items loaded into the vehicle and the vehicle is to depart immediately. No vehicles are to remain in the under building car-park without the authority of the Marshal or Building Operations staff.

Long-term contractor supervisors

Long term contractor supervisors will comply with the same processes as long-term contractors. However, designated supervisors will have sign-in and escort rights for short term contractors and after-hours access[1]. Where after-hours access is required the supervisor is to notify the contract manager at least 24 hours in advance to allow guarding arrangements to be met. Supervisors should note that the cost of additional guarding may be levied on the contractor company.

Short term contractors

All short-term contractors entering the HCA must be scanned and escorted at all times by guard or contract supervisor. At no time is a short term contractor to be left unattended.

Any short-term contractor found to be left unattended will be escorted immediately to the Security Control Centre and the escort summoned to collect them.

If carrying items, those items must go through the scanner or be inspected by a security guard or Building Operations employee. Where sharps are required for work (chisels, blades, etc.), these items will be identified and can be carried into the premises. They remain the responsibility of the contractor at all times and must be accounted for upon exit from the premises.

On arrival at the HCA, all Contractors **must** report to the Security Control Centre and sign in the Tradesmen Register. You must also sign out when you finish work for the day.

The security guard at the security control centre will issue you with an access card or keys that you may require to carry out your work. It is essential that all keys, access cards issued to you are returned to the Security Control Centre on completion of your work.

Contractors are to ensure that any Service Dockets and relevant work documentation are completed and signed by the appropriate HCA officer before leaving the site.

Contractors must only use the points of access designated by the Marshal and/or the Property Project Officer must confine themselves to those areas of the work site to ensure minimal disturbance to the HCA occupants and/or visitors. Access to any other area outside those designated shall only be made with the approval of the Courts representative. Contractors may be required to remain under escort by Security Staff whilst in certain areas of the building.

Contractors must comply with all directions concerning security arrangements at all times.

5. STORAGE/TRADE WASTE

Equipment brought on-site must be kept out of lift foyer spaces, walkways and stairs. If it is necessary to leave equipment in any area, the equipment should be roped off and the area clearly marked. Any hazardous or potentially dangerous materials must be held securely and in compliance with applicable laws, including Commonwealth Government OH&S legislation and other relevant standards.

During the progress of work, the Contractor shall ensure that the designated work areas are made safe and maintained in a safe condition until completion of the task. At the end of each activity and at the end of each working day, the site must be left safe

Safety procedures are to be employed to ensure that potential hazards involving chemicals, gas or inflammable fluids on site are minimised and effectively managed.

Waste and redundant equipment is to be removed as soon as it is reasonable to do so.

The Contractor is responsible for the removal of all trade waste, paint and chemicals and must observe all statutory requirements that may apply. Contractors are required to segregate all trade waste into various categories as required by the local environment authorities and remove and deposit to recycling where possible. Receipt of removal is to be provided to the HCA.

6. USE OF LIFTS

Trade materials and tools may **only** be transported in the goods lift after prior approval has been given by the Courts representative or security staff. The Contractor is responsible for ensuring that the goods lift is not damaged and is left in a clean and tidy state after use (protective padding is available for the lifts) No lifts are not to be isolated (i.e. shut off) without the approval of the Office of the Marshal.

7. LOADING DOCK

Unless other arrangements are made with the Office of the Marshal, all equipment and materials must be delivered and removed via the loading dock located on the ground level.

8. PARKING

Car parking may be made available for contractors in the underground car park. Contractors are to unload their equipment/tools at the loading dock and then park their vehicle/s in the car park as requested by security staff.

9. WORK SITE PRACTICES

The following protocols are to be observed at all times.

- HCA staff and visitors are to be treated with courtesy at all times.
- Walkways are to be kept clear at all times.
- Signage is to be provided by Contractors to advise staff and visitors that a particular area is a work/building site.
- No music is to be played by Contractors whilst in the building without approval from the Office of the Marshal.
- Use of bad language is not acceptable and may result in contractor personnel being excluded from further access to the building.
- All Commonwealth Government buildings are non-smoking sites.
- Appropriate attire is to be worn by contractors at all times.

10. TOILETS

Contractors and Sub-Contractors are required to use the toilets on the ground floor adjacent to security.

11. INSURANCES & LICENCES

If requested by the HCA Representative and within five business days before the commencement of works, the Contractor must provide to the HCA representative a Certificate of Currency, clearly setting out the following information relating to insurances:

- Trading Name
- Insurance company name, address, telephone and fax number and contact name
- Policy number(s)
- Date of Commencement
- Date of Expiry
- Full description of cover provided
- Details of any exclusions/excesses

All Contractors are required to have the following insurance policies and licences

- Workers Compensation
- Public Liability
- Copy of builders/trade licence
- Copy of Blue Card

12. NOISE

It is essential that construction noise is kept to a minimum during Court sitting and operating hours and that the standard noise levels as stipulated by Local Authorities, Environment Protection Authority Regulations and Workplace Health & Safety are adhered to.

Regulations prohibit and are not limited to the following, unless with written permission from the Courts representative:

- Use of impact drills, power saws, saw cutting of steel, concrete floor slab penetrations and other use of noisy equipment
- Creation of excessive air-borne dust

(All return air vents to be sealed with plastic covering and /or floor isolation as required.)

13. ASBESTOS

Construction of the High Court building commenced in 1975 and was completed in 1980. Common building materials of that period included asbestos in many applications. The Court has an Asbestos Survey and Management Plan that will be made available during the site preliminaries phase of the construction. All Contractors are advised to make themselves aware of the Asbestos Survey and Management Plan and let the Property Project Officer know immediately if they suspect asbestos material is contained within their work site.

14. WORK METHOD STATEMENT

If requested by the HCA, Contractors must submit a 'Work Method Statement' outlining the proposed procedures for implementing the works

The Work Method Statement must include all items of work and site control procedures to fully describe each stage of the project. It must address, but are not limited to, the following requirements:

- Anticipated noisy operation;
- Access to building and security;
- Use of existing building services;
- Delivery of material to site;
- Temporary storage;
- Sequence of works;
- Hours of work;
- Site safety procedures;
- Removal of fumes, odours etc produced by cutting, jointing or sealing operations;
- Protective measures for occupants and building fabric; and
- Signage adjacent to work points (eg ladders, scaffold, corridor approach etc) and work areas.
- For major construction works, a current safety plan must be made available and also displayed on site

15. SAFETY

Contractors must:

- Undertake site induction from the Courts Representative;
- ensure that all contractor personnel are conversant with, and adhere to, all relevant occupational health and safety legislation;
- the Contractor must observe, the relevant current Australian Standard published by the Standards Association of Australia relating to storage, transport, use of materials, fire precautions, arc or gas flame heating/cutting/welding, , plant and equipment, work processes and safety precautions;
- ensure they employ safe work practices while in HCA premises. Any unsafe work practices witnessed by representatives of the HCA will result in a notice being issued to the contractor to cease works immediately until safety concerns are rectified to the relevant Australian Standards;
- ensure that personnel are adequately trained and instructed in the safe and correct usage, handling and operation of materials and equipment relevant to the task;
- provide adequate and appropriate signage to warn staff and visitors of works being carried out in an area and provide adequate and practical, approved barriers to restrict staff and visitors from entering areas that may present a potential danger;
- provide equipment which is adequately guarded, protected, approved and serviced on a regular basis so as to maintain the highest safety protection to the contractor's personnel, the staff of the HCA and the public

- take every precaution that safe practices are employed when working at heights to protect people and property below.
- provide adequate first aid facilities for their personnel;
- declare to the Courts representative , prior to commencement of a project, any toxic or potentially toxic materials/process to be used in the project so that proper arrangements are put in place to protect all concerned.
- if hoisting equipment is required for moving and lowering of materials, plant, tools, equipment and the like, safe procedures must be used and prior approval must be obtained from the Courts representative; and
- provide the HCA, with *Material Safety Data Sheets* including detailed information of the materials to be used during the contract period prior to commencing any works.

16. FIRE SAFETY/EVACUATION

The HCA has trained Wardens within the HCA building. In the event that an evacuation of the HCA building is required, Contractors undertaking works within the building should take instruction from the relevant Warden, obey their directions and evacuate the building as directed through the nearest fire exit. The HCA Wardens are readily recognisable by red hard hats. In the event that a Warden cannot be located, contractors should observe the "*Alert/Evacuation/Voice Instruction*" procedures and evacuate the building using the nearest fire exit.

Alert Tone Alarm

If an alert sound is heard, Contractors are to remain calm and listen for audible instructions over the PA. Make your work area safe and prepare to evacuate.

Evacuation Tone Alarm

If an evacuation tone is heard followed by voice instructions, Contractors are to remain calm and evacuate via the nearest fire exit and exit the building in a calm and safe manner.

Emergency Evacuation Meeting Point

The voice instructions will inform you as to the location of the assembly point. All contractors are to remain in this area and await instructions for when it is safe to return to the work area.

The Contractor must not clean tools in sinks, toilets or drains in the HCA building.

17. MAKE GOOD

Any and all damage caused by Contractors or their personnel to HCA equipment, furniture, fittings or personal belongings of any staff member or the building must be immediately advised to the Office of the Marshal. Contractors are responsible for the full cost of all damage caused by the Contractor or their personnel.

18. SUB-CONTRACTORS

Contractors must ensure that all sub-contractors are aware of these Site Terms & Conditions and are approved by the HCA prior to their commencing work.

19. PUBLICITY

The Contractor must not use any information, publication, document or article for publication in any media, which includes details of work under the Contract without prior approval from the HCA. Publicity Officer.

Contractor Acknowledgement Form

Name of Contractor/Company Contact number	
Name of person responsible for the project	
<p>I..... of</p> <p>am responsible for the project at the High Court Building as per HCA Purchase Order Number..... I confirm that I have read the High Court of Australia, Contractors Site Terms & Conditions Manual and acknowledge that I and all of my staff and/or sub-contractors will adhere to these terms and conditions.</p> <p>The following personnel will be working at the High Court building with me and are fully aware of their responsibilities whilst working at the High Court building.</p> <p>I acknowledge that the HCA may undertake security checks of personnel and seek further details on request.</p>	
First Name:	Surname
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