



**DAVID JONES**

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**COUNTRY ROAD GROUP**

**COUNTRYROAD MIMCO POLITIX TRENER Y WITCHERY**

General Work, Health and Safety

# Contents

1. Contents
2. Welcome to David Jones
3. High Risk Work licenses-competency
4. Before Arrival at Site
5. Arrival at Site
6. Hazards, Incidents and Injuries
7. Emergency Response
8. Personal Protective Equipment (PPE)
9. Safety Signage
10. Slips, Trips and Falls
11. Working at Heights
12. Manual Handling
13. Hazardous Substances and Dangerous Goods (HSDG)
14. Electrical Safety
15. Plant and Equipment
16. Site Rules
17. Housekeeping
18. Bullying and Harassment

# Welcome to David Jones

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David Jones is committed to the health, safety and welfare of all workers, which includes employees, concession employees and all contractors. A Contractor Management System is in place to enable David Jones to work towards fulfilling this commitment.

In order to ensure your safety this induction was documented with the view of providing consistent safety and health information to you.

We need **YOU** to put your safety first, every day, in every task you do!

Prior to commencing work on David Jones sites, it is a requirement that this online induction is completed in addition to complying with, relevant Work Health and Safety Acts, Regulations, Codes of Practice and industry standards and accreditations.

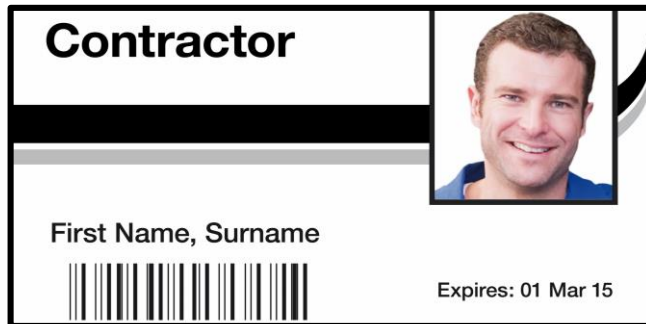
# Welcome to David Jones *Cont.*

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At the end of this induction you will be given a series of assessment questions based on the content presented within this induction. You are required to answer all the questions correctly in order to pass the induction.

There are no limits on the number of attempts at passing the assessment and once you have successfully passed the assessment you will be able to attend a David Jones site for work.



You are required to bring this card with you to any David Jones site every time or you may be prohibited from entering the David Jones site to conduct work.

Our Safety Vision is supported by our brand - **SafetyFirst@davidjones**. You will notice these two images in every David Jones store. The first and most important thing you need to learn about safety is...to stop and **THINK!** If you don't think about the task at hand - you won't be able to **ACT** safe in order to **BE** safe.

## Think Safe, Act Safe, Be Safe



What do I need to think about before doing this task?  
What process do I need to follow?  
What equipment could I use to assist me?



Follow the steps in the safety procedure  
Use the correct equipment  
Allow plenty of time and DON'T take short cuts



Return home injury free

Some high risk works may still require a certificate of competency for persons to operate certain types of machinery.

# Arrival at Site

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All contractors undertaking hazardous work practices will need to complete the “Hazardous Work Permit Form”.

For contractors undertaking repair and maintenance work a “Work Permit Form” is required to be completed.

Your David Jones Contract Manager will guide you through this process if necessary.

# Arrival at Site *Cont.*

Prior to arrival at David Jones site you will be advised who to contact and where to report to.

## Upon arrival you will be required to:

1. Present your David Jones Contractor Card



2. Display the visitor identification provided to you after sign in whilst on site



3. Display the visitor identification provided to you after sign in whilst on site

Visitor and contractor identification  
must be removed when signing out.

# Arrival at Site *Cont.*

You may be required to provide a Safe Work Method Statements (SWMS) or a Job Safety Analysis (JSA) depending on the scope of work.

## **In the instance that David Jones request you to provide a SWMS or a JSA, you are:**

- To include a description of the task(s) and how they will be undertaken.
- To be "Task Specific" and include a Risk Assessment to identify hazards and eliminate / control the risks in relation to the tasks and any hazards that may be unique to that site.
- To be presented to the relevant David Jones Contract Manager prior to the commencement of any works requiring a "Hazardous Work Permit Form".
- To be complied with when undertaking works.

Where a SWMS or JSA has been requested and cannot be produced, the work may not be permitted to commence.



# Hazards, Incidents and Injuries

## Hazards

Any site specific hazards or risks should be brought to the attention of the relevant David Jones Senior Site Manager.

Where SWMS were requested by David Jones, hazards that are identified prior to or during the works are to be documented in your SWMS and eliminated or controlled prior to commencement of works.

A hazard is anything that has the potential to cause injury, illness or damage to people, plant or the environment.

# Hazards, Incidents and Injuries *Cont.*

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## **Incidents and Injuries**

Incidents, injuries, and near misses, involving contractors, work experience person, volunteers or service providers undertaking works are to be reported to the Senior Site Manager immediately.

- You are to assist in the completion of the David Jones Incident / Injury report form and participate in any incident investigation.
- Following a serious incident, external reporting to a Regulatory Authority may be required. You will be required to cooperate with David Jones in completing this. The affected area will need to be preserved for a period of time for investigative purposes. Works may not commence until cleared by the relevant Regulatory Authority.

## **First Aid**

Each David Jones site has first aid facilities and trained first aid officers. If you are injured on site, report it immediately to a member of staff.

# Hazards, Incidents and Injuries *Cont.*

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Each David Jones site has emergency information that you need to be familiar with. A copy of the emergency plan for each David Jones site is located at either the staff door or customer service desk. There are also evacuation diagrams located at various points throughout the site. During an emergency and / or evacuation you are to follow reasonable instructions given by the Wardens.



Each site has nominated Wardens specifically trained to assist in the event of any emergency and any evacuation requirements. Wardens can be identified by white, yellow, red and green hats / helmets.

Any incidents or injuries of a serious nature are to be reported immediately to David Jones for first aid treatment.

Dial Ext 777 from any David Jones landline during trading hours or contact a Senior Site Manager after hours.

# Personal Protective Equipment (PPE)

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PPE is used to manage hazards and risks that cannot be eliminated or controlled using other means. Where specified, appropriate personal protective equipment must be used at all times. Failure to do so is a breach of the Regulations.

The use of PPE will be determined by a Risk Assessment completed prior to commencement of any work task and will be reflected in the appropriate SWMS. PPE is to be provided, as well as training on its correct use, by contractors (managers) for all of their employees, relevant to the work and tasks being performed.

## **The following items may be required based on the tasks being performed:**

- Appropriate footwear
- Eye protection
- Head protection
- High visibility clothing

# Safety Signage

## Restricted Access Areas

- Restricted Access areas are sign posted and are not to be entered without permission from the Senior Site Manager.
- If you are required to enter a restricted access area or your work is in an isolated area of the site, you are to wear appropriate PPE and include effective risk controls in your SWMS.

## Construction Zones

- Construction zones will be clearly indicated with hoarding, barricading and signage and are not to be entered without making prior suitable arrangements with the Principal Contractor or Senior Site Manager.

# Safety Signage

There are a variety of signs in stores and on site. Some of these signs are cautionary whilst others are advisory.

**These signs are colour coded in red, blue, green or yellow:**



## Red Signs

- Indicate fire equipment (fire extinguishers and hose reels etc.)



## Blue Signs

- Indicate that mandatory personal protective equipment is required when entering the area.



## Yellow Signs

- Cautionary signs, which may indicate a spill, a wet floor or a "sound horn" areas.



## Green Signs

- For emergency equipment (eyewash stations, first aid kits, emergency exits, etc.)

Please speak with the Senior Site Manager if you are not sure what any particular signage means to you.

# Slips, Trips and Falls

Slips, trips and falls are a major cause of injuries in the workplace.

## Slip, trip and fall injuries can be prevented by:

- Good housekeeping (e.g. keep walkways clear at all times)
- Cleaning up spills immediately
- Mopping and sweeping debris from floor
- Wearing appropriate personal protective equipment (PPE)

If you see something that could potentially cause a slip, trip or fall, **DON'T** walk past it- do something about it. Housekeeping is everybody's responsibility.

# Working at Heights

## **Working at heights involves work where there is a risk of:**

- A person being injured falling from one level to another, or
- An object falling and injuring another person.

## **Working at heights may include, but is not limited to:**

- Working close to an edge or rail.
- Working on scaffolding, elevated work platforms and ladders.

All scopes of work involving working at heights will need to have SWMS and JSA's that include the relevant controls. If you need assistance please speak with the David Jones Contract Manager.

Remember when using ladders, that you maintain 3 points of contact e.g. 2 feet, 1 hand.

If the load is too awkward to maintain 3 points of contact, you will need another worker to assist you.



# Manual Handling

Your employer should have trained you in appropriate manual handling techniques and possible controls that can be implemented to eliminate or reduce manual handling activities.

Ensure that you follow suitable precautions such as team lifting, task rotation and use of lifting aides to prevent injuries while working on any David Jones site.

- S**ize up the load
- M**ove close to the load
- A**lways bend your knees
- R**aise the object
- T**urn by moving your feet

Contractors should always apply SMART manual handling techniques whilst working.

# Hazardous Substances and Dangerous Goods (HSDG)

Chemical Management and Material Safety Data Sheets (MSDS)

## **You must:**

- Provide up to date MSDS for all chemicals brought onto and / or stored at the site.
- Minimise the quantity of chemicals stored on site.
- Use control measures as outlined in the risk assessment.
- Avoid decanting HSDG's into other containers. Where this is unavoidable, the container used must have a legislative compliant label.
- Ensure only David Jones approved chemicals are to be used on site.

MSDS are valid for five years from the date of issue. They must include Australian emergency contact details. Additionally, you must include all chemicals that are stored permanently on site in the site's Chemical Register, for example cleaning chemicals.

# Hazardous Substances and Dangerous Goods (HSDG)

## Spills

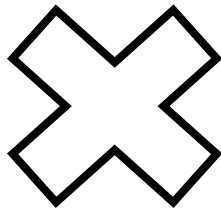
- If you cause or come across a spill, **PREVENT** its spread and notify the Senior Site Manager.
- If your scope of work encompasses the use of HSDGs that increase the likelihood of a spill you are to include risk control strategies in your SWMS.

# Hazardous Substances and Dangerous Goods (HSDG)

## Stormwater and Floor Drains, Toilets and Basins

In the event of a spill, stormwater drains are to be protected by using bunding and the Senior Site Manager notified immediately.

If you suspect environmental contamination, contact the Senior Site Manager and David Jones Contract Manager immediately.



Stormwater and floor drains, toilets and basins are NOT to be used to wash down or dispose of waste.

# Electrical Safety

Safe work practices when electricity is involved are essential.

## **You must consider all of the following points:**

- All power leads, portable electrical tools and RCDs used on site must be tested and tagged in accordance with AS3760 and legislative requirements and be maintained in good working condition.
- Only qualified and licensed persons are to conduct electrical work (those with restricted licenses may complete work in line with the restrictions of the licences).
- Electrical leads are to be positioned to ensure they will not be damaged or exposed to wet areas.
- Electrical leads must not cross the store aisle ways and must be concealed to avoid trip hazards.
- Double adaptors are not to be used on site.
- All areas for electrical works are to be isolated at the switchboard by a qualified electrician and tagged prior to proceeding with any works.
- Tag out / lock out procedures apply.

# Plant and Equipment

**You must ensure that all plant and equipment you bring onto David Jones sites are:**

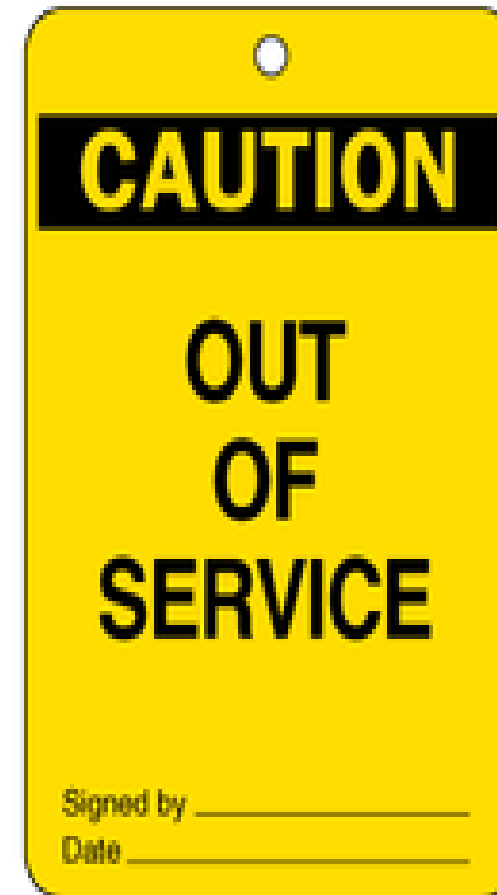
- Operated without risk to team members or customers at any time.
- Stored, operated and maintained in accordance with legislative and Australian Standards requirements.
- Never left unattended and must at all times be out of reach of children.
- Kept to a minimum noise level during trading hours.

Do not use David Jones plant and equipment unless permission is granted by the David Jones Senior Site Manager.

# Plant and Equipment *Cont.*

## Danger and Out of Service tags

Equipment labelled with a “Danger” or “Out of Service” tag must not be used or have the label removed, except by the repairing contractor once the equipment has been repaired and returned to normal operation.



# Site Rules - Asbestos

David Jones sites where Asbestos Containing Materials (ACM) have been identified or are presumed to be present, have an **Asbestos Register located at the staff door or at the Customer Service area.**

The majority of ACM within David Jones are located in back of house areas primarily in vinyl floors, walls, ceilings, plant and motor rooms, fire doors and kitchens.

Where reasonably practicable, David Jones will identify the presence of Asbestos or ACM through the use of this label.

**If your work is likely to be in close proximity to, or disturb ACM, you must review the Asbestos Register before commencing work.**

If asbestos is present, the contractor must note the location details to ensure that it is not disturbed. If the proposed work requires the disturbance of any asbestos or fibrous material, the contractor must inform the David Jones Contract Manager immediately.



THIS MATERIAL  
MUST NOT BE  
CUT, DRILLED  
OR ABRADED

CONTACT DAVID  
JONES  
FACILITIES  
MANAGEMENT  
BEFORE  
COMMENCING  
WORK



# Site Rules - Traffic Management

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**The following traffic management requirements are to be observed and, where applicable, adhered to at all times:**

- On arrival, drivers must ensure they understand the site specific safety procedures they must follow to prevent unexpected vehicle drive-off or movement during loading or unloading. This is in addition to the safety responsibilities of the person in charge of the vehicle.
- Designated walkways must be used to prevent contact with mobile plant such as forklifts and vehicles.
- All speed limits, traffic flows and other specific traffic management rules and signage must be observed.
- Vehicles are to be immobilised prior to loading or unloading.
- Ensure high visibility Safety Vests are worn as the outer garment that is visible (as determined by David Jones).
- Fully enclosed footwear is to be worn at all times.
- Instructions of David Jones team members are to be complied with at all times.
- Only contractors undertaking approved works are permitted on site (i.e. children and pets who are not undertaking work are not permitted on site).

# Site Rules - Facilities

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## **Kitchens and Lunchrooms**

Facilities are available at David Jones for all staff and contractors on each site. You should ask the Senior Site Manager where these facilities are located when you arrive on site.

## **Restrooms**

Staff restroom facilities are available at all stores.

# Site Rules – Drugs, Alcohol and Smoking

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## Drugs and Alcohol

The use, possession, distribution or sale of illicit drugs by any person is strictly prohibited on David Jones owned or operated premises. (It should be noted that in some cases the relevant authorities may be notified). The consumption of alcohol on company premises is also strictly prohibited unless the appropriate David Jones manager has approved it. Any intentional violation of this policy on the part of any contractor or person acting on behalf of David Jones may constitute grounds for disciplinary action up to and including termination of the contract agreement with David Jones.

Everyone is personally responsible for ensuring that they are in no way impaired by the use of or the after effects of alcohol or drugs while undertaking work on behalf of David Jones.

## Smoking

Breaches of this policy will result in offending parties being requested to leave the site and the contract / agreement cancelled.

All David Jones' sites are non smoking.

# Site Rules – Security

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Please be aware that David Jones sites use closed circuit television (CCTV) video surveillance equipment.

This equipment is required to protect workers and customers and to ensure their safety and security as well as the security of the site.

Company uniform or identification is to be worn if agreed between your company and David Jones.

# Site Rules – Centre Management

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The requirements for working on David Jones sites are set out in these induction modules.

Where works are to be conducted outside of the David Jones tenancy, or will impact areas outside of the control of David Jones then Centre Management is to be consulted prior to the commencement of works.

Contractors may also be required to undertake Centre Management's induction process and adhere to their specific Work Health and Safety requirements.

# Housekeeping

A place for everything and everything in its place!

**Housekeeping is everyone's responsibility and it requires all of us to keep the workplace clean, tidy and organised so that it is safe for employees, contractors, visitors and customers:**

- Work areas are to be kept clean and orderly.
- Keep floors clear of any oil, grease, liquids or loose objects to prevent slip and fall accidents.
- Clean up spills as soon as they occur.
- Stairs and landings must be kept clean and clear. Storage of any material on them is prohibited.
- Fire fighting equipment and emergency exits must be clearly visible and unobstructed at all times.
- Dangerous goods and hazardous chemical waste are to be removed from site and disposed of in accordance with the regulatory requirements.

# Bullying and Harassment

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David Jones is committed to providing a workplace free from discrimination, bullying and harassment.

You have a responsibility to behave in a manner that treats others with dignity and respect.

Any contractor that commits or threatens to commit a bullying or harassing act towards another person at work, or a work related event, will be removed from site and the future of the contract reviewed, exclusive of any civil remedy or criminal penalty that may be pursued if appropriate.

# Bullying and Harassment

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**David Jones also opposes discriminatory, bullying or harassing behaviours, such as, but not limited to:**

- Gestures,
- Language, and
- The display of offensive or written material.

**Public speeches, in the workplace that unreasonably offends, humiliates or intimidates such as;**

- Sexual harassment involving inappropriate jokes,
- Suggestive comments or the display of offensive material whether it be in print, computer or text message, or any unwelcome behaviour of a sexual nature,
- Physical molestation including physical or sexual assault, indecent exposure, inappropriate or unwelcome touching and requests for sexual favours,
- Bullying behaviour such as verbal and physical abuse or threats,
- Foul and abusive language or intimidation.





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Major Projects

# Contents

1. Contents
2. Welcome to David Jones
3. High Risk work licenses-competency
4. Before starting work
5. Permits:
  - Impairment Notification
  - Hot work
  - Confined Space
  - Working at Heights
  - Electrical Work and Isolation
  - Gas Work Isolation
  - Hazardous Material Work
5. Trenching
6. Ceiling and Roof Access
7. Barricades and Hoardings
8. High Risk Plant
9. Completion of Work

# Welcome to David Jones

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# Welcome to David Jones *Cont.*

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You are required to bring this card with you to any David Jones site every time or you may be prohibited from entering the David Jones site to conduct work.

# High Risk Work Licenses - *Competency*

It is your responsibility to possess current and valid licenses for the works you are engaged to perform, and to present those to David Jones upon request.

## **There are 2 types of licence:**

### **1. Occupational (or Trade) licenses, may include but not limited to:**

- Plumbing
- Gas Fitting
- Electrical Work (A Grade Licence)
- Structural Maintenance Work (Builders Licence)
- Carpentry / Minor Maintenance (Carpenters Trade Qualification)
- Refrigeration and Air Conditioning

### **2. Licenses to perform high risk work, may include but not limited to:**

- Forklift
- Boom-type elevating work platform
- Scaffolding

Some high risk works may still require a certificate of competency for persons to operate certain types of machinery.

# Before Starting Work

You must sign in on the Contractor Kiosk upon arrival.

## **If you are working after-hours:**

- You will be let into the site by Security or a David Jones Site Manager and directed to the nearest contractor kiosk to sign in.
- You are required to display contractor identification whilst on site.
- You must review the Asbestos Register.
- Ask the David Jones Site Manager to advise on any site specific hazards that you need to be aware of.
- Complete all Permits if required.
- If you have specific work orders you must call the nominated David Jones Site Manager as listed on the work order before commence work.

# Permits

## Permit to Work

If you were engaged through a work order you must always complete a Permit to Work form and attach it to your invoice.

## Hazardous Works Permits

A Hazardous Works Permit is designed to ensure that all safety requirements for high-risk work have been met before the work commences.

### **The following activities require a Hazardous Works Permit at David Jones:**

- Hot Work
- Confined Space
- Working at Heights
- Electrical Work and Isolation
- Gas Work and Isolation
- Hazardous Material Work

# Permits *Cont.*

Prior to commencing high risk work a risk assessment must be completed on the scope of work and relevant Hazardous Works Permits must be authorised by the David Jones Contract Manager and / or David Jones Site Manager.

- **During Business Hours:** Permit to be reviewed and approved before and after work by the nominated David Jones Site Manager. The David Jones Site Manager will retain and file the permit.
- **After Business Hours:** Permit to be reviewed and approved before work by the David Jones Contract Manager, and signed off after the completion of work. You will leave the permit with Security to give to the David Jones Site Manager.



# Permits – *Impairment Notifications*

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## **Fire Protection Equipment:**

The Fire Protection system must be operational at all times. As part of the safety and insurance requirements any works requiring impairment to the system must be notified to David Jones Senior Site Manager **at least 48 hours prior** to commencing.

David Jones will arrange for the isolation and complete the Impairment Form as per David Jones internal processes.

If a fixed fire or essential services system is damaged you must advise the Site / Duty Manager and a Fire Impairment work permit needs to be completed and approved by the Site / Duty Manager.

# Permits – *Hot Work*

Hot Work includes welding Cutting or any other hot work or any task using an open flame.

## **You must ensure that:**

- If impairment of fire protection equipment is required a Senior Site Manager must be notified to complete an impairment form prior to commencement of Hot Works.
- All combustible materials are removed from the area as far as practically possible, or made safe within the area.
- No flammable liquids, vapours, gases or dusts are present.
- Extinguisher and fire hoses are present at the site.
- You have the knowledge on how to use portable fire-fighting equipment.
- You know the location of the fire alarm system and telephones.

# Permits – *Hot Work Cont.*

- Where practical, merchandise is to be removed from the area. Where this is not possible, fire retardant covers are supplied to cover merchandise.
- Clearance distances are met.
- Gas bottles are secured.
- The area is isolated.
- Only a qualified person or a person under supervised training conditions may carry out welding.
- Eye protection, dry clothing, safety footwear and gloves are to be used.
- A one (1) hour fire watch is maintained once the work is complete.
- Welding in wet conditions is avoided. Work is to be rescheduled to a time when it is possible to conduct the work in dry conditions. If it is not possible suitable PPE and equipment for wet condition welding should be used.

# Permits – *Confined Spaces*

## **The following minimum guidelines must be considered for all confined space work:**

- All confined space work supervision and sentry requirements must be met.
- Where required, air quality testing must be carried out in accordance with legislative requirements prior to entering the confined space.
- You are required to provide your own PPE and emergency equipment for performing Confined Space entries.

# Permits – *Working at Heights*

A Permit must be completed for all works that may expose a person to a fall of 2 meters or greater.

## **This may include:**

- Work near unprotected open edges of floors and roofs.
- Work near unprotected penetrations or openings in roofs, floors and walls.
- Work near unguarded shafts or excavations.
- Work from unstable structures (temporary or permanent).
- Work on or near fragile or brittle surfaces (e.g. cement sheeting roofs, fibreglass sheeting roofs and skylights).

# Permits – *Working at Heights Cont.*

Ladders are not a fall protection measure; they are a means of providing access / egress to a work area.

## **You must ensure the following:**

- Only ladders complying with AS/NZ 1892 (or equivalent) should be used.
- Always have three points of contact when ascending and descending the ladder (i.e. Two feet and one hand).
- Perform all work facing the ladder.
- You must not use ladders:
  - In access areas, doorways, or within the arc of swinging doors unless specific precautions have been taken.
  - When performing a task that requires over-reaching.
  - Placed near the edge of an open floor or penetration.

## **Safety Harnesses**

The use of safety harnesses, lanyards and inertia reel equipment is mandatory when working within 3 meters of any roof edge with an edge to ground distance in excess of 2 meters, unless a safety balustrade or barrier is in place (must be between 900mm and 1100mm in height from the platform and must contain a mid-rail and toe board).

# Permits – *Working at Heights Cont.*

## **The following must be considered where scaffolding is used:**

- Maintain safe access and egress to the scaffold.
- It is to be located on solid foundations, and care taken to secure work tools and materials, prevent damage to scaffolding planks and prevent components from falling and striking persons below.
- Scaffolds must be compliant with Australian Standards. They must be erected, maintained and repaired by suitably qualified scaffolders. Ensure guardrails with top and mid rails and kick boards have been installed.

# Permits – *Electrical Work and Isolation*

You must complete and submit a permit when any electrical isolation work is proposed to be undertaken, and / or poses any risk to the health and safety of any persons.

## **This includes:**

- Work requiring an isolation in an electrical switchboard.
- Any work on electrical switchboards.
- Work that poses any risk to the health or safety of any persons (determined through a risk assessment).

Permits for Electrical Work and Isolation are only valid for 24 hours.



# Permits – *Electrical Work and Isolation Cont.*

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**Live work is prohibited on David Jones sites with the exception of testing and commissioning which must comply with all relevant legislative requirements including but is not limited to:**

- Wearing appropriate PPE (rubber gloves, face mask and standing on rubber mat).
- A safety observer being present at all times. The safety observer must be someone that is competent to perform the particular task that is being undertaken and also competent in electrical rescue and CPR.
- Barricades are to be used to establish an “exclusion zone” when undertaking switchboard works, where the area and any flow of traffic through the exclusion zone is controlled with appropriate signage in place.
- Work on a switchboard where mechanical segregation exists between the compartment being worked on and any other ‘live’ compartment, providing the compartment can be completely isolated.
- Switchboards will not be left open without qualified personnel supervising the area at any time. This includes times when barricades have been erected.

# Permits – *Gas Work and Isolation*

## **When completing gas work, you must ensure that:**

- The gas system is isolated.
- Smoking, open flames, hot work and other ignition sources in the hazardous area are identified and isolated.
- Consumer gas piping (i.e. piping after the meter) is purged prior to work commencing.
- Where purging is not practicable, you will notify the David Jones Contractor Manager who will notify the relevant utility authority prior to commencing work on any unpurged piping.
- All open pipe ends are sealed while the work is in progress.
- All gas piping is tested after works have been completed.
- All oxy-acetylene hoses are fitted with DOUBLE flash back arrestors .
- All oxy-acetylene equipment is transported on self-supporting trolleys when being moved through the site. Oxygen and gas cylinders are kept away from heat, fire or electrical lines.

# Permits – *Hazardous Material Work*

Each David Jones site has a **Hazardous Materials Register** which identifies the locations of Asbestos Containing Materials (ACMs). This register is located at the Staff Door or at the Customer Service Centre.

If you are undertaking construction, demolition or maintenance work that may disturb hazardous materials, you must review the Register before commencing work. If hazardous materials are present, you must note the location details to ensure that it is not disturbed.

## **If the proposed work requires the disturbance of any hazardous materials, you must:**

- Inform the David Jones Senior Site Manager immediately.
- Refrain from commencing work on the area until:
  - A Risk Assessment has been completed;
  - The appropriate controls are in place, and
  - The David Jones Contract Manager authorises commencement of work.
- Not remove or disturb asbestos unless you are authorised by David Jones as a competent person in compliance with the relevant legislation.

The majority of ACM within David Jones are located in back of house areas primarily in vinyl floors, walls, ceilings, plant and motor rooms, fire doors and kitchen. In these instances, where reasonably practicable, David Jones will clearly indicate the presence of asbestos or ACM through the use of a warning label.

# Trenching

## **Prior to beginning any trenching works, the following should be considered:**

- Proximity to underground services (electricity, water, gas, refrigeration, telephone / data cables etc.).
- Proximity to building structural supports and inspection holes.
- The nature of the ground, potential for flooding and other areas of instability.
- Location of soil pile (not closer than 0.5m from the edge of the trench).
- Access / egress and potential trip hazards - all trenches must be barricaded.

Trenching works more than 1.5 metres in depth are to include the specific regulatory requirements in the SWMS.

# Ceiling and Roof Access

## **When entering a ceiling space the following should be considered:**

- Access the ceiling at the closest point (consider working from underneath).
- Method of contact with another person on the ground.
- PPE / Lighting / Ventilation requirements.
- Consider whether a safety observer is required.
- Barricading to protect people below.
- Potential hazards within the ceiling space (electrical, trip etc.).

Ceilings are not designed to support the weight of a person or equipment other than lights, and light weight signage.

# Barricades and Hoarding

**All construction and maintenance work is to be isolated by barricades and / or hoardings, you must ensure that:**

- You have control in place that is relevant to the hazard and the work environment.
- Specific barricades are used appropriate to type of work (e.g. Electrical, Refrigeration, Painting).
- You consider the environment where the work is to take place and the potential impact to staff and customers including consideration for children and the elderly.
- If erecting barricades or hoardings on the David Jones trading floor, you must seek prior approval from the David Jones Senior Site Manager.

# High Risk Plant

- High Risk Plant will be stopped during repair, maintenance and cleaning. If there is a need to operate plant during maintenance or cleaning, David Jones Contract Manager must approve the SWMS and identified controls prior to maintenance or cleaning being undertaken.
- High Risk Plant must be maintained and repaired in accordance to the manufacturers specifications or, in the absence of such specifications, in accordance with a competent persons recommendations.
- Plant under pressure must be managed in accordance to relevant legislative requirements.
- Plant is only to be used for its designed purpose.
- Plant is not to be altered or used without authorisation from the David Jones Contract Manager.
- All safety features, warning devices, guarding, operational controls, emergency stops are to be used in accordance with instructions and information provided.

# Completion of Work

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Upon completion of works for that day, you are to notify the relevant David Jones Senior Site Manager so that they can inspect the work site to ensure that it has been left in a safe manner.

No work is complete until they have signed off that this is the case.

This includes sign off of any permits.