

Contractor Handbook

Purpose & Objective

This Storage King “Contractor Handbook” is to outline the general requirements when conducting work at Storage King sites, including health and safety, and environment.

All contractor’s workers are required to complete their Contractor Worker Induction at a minimum of once every 24 months or unless otherwise requested, as well as any relevant site-specific induction at each visit to site.

Failure to complete the inductions may result in your work not being able to be commenced or completed. Storage King accepts no responsibility if contractors/workers have not undertaken relevant inductions and work is then required to be rescheduled.

You are expected to comply with Storage King policies, including those outlined in this Contractor Handbook and any specific directives from site management.

Contravention of any of these requirements may result in you being asked to leave site and/or your work postponed, or your work agreement terminated.

Our Commitment



At Storage King, we are committed to ensuring that everyone has a right to a healthy and safe working environment and that these rights are respected and maintained, this includes your rights and the rights of your workers as a valued contractor for our business. We also respect the rights of our tenants, customers and visitors, or any other parties potentially affected by onsite activities to a safe and healthy workplace.

General Requirements

Your Conduct



Storage King has an expectation of how workers behave onsite. This includes language, appearance and behaviour.

Language

Contractors shall not engage in offensive or inappropriate language, including swearing or inappropriate comments to our staff or our customers or visitors whilst on site.

Appearance

Contractors are encouraged to wear proper company uniforms whilst on site. Company branded work clothes are acceptable. Clothing with potentially offensive material (logos, etc.) are unacceptable.

Behaviour

Contractors are expected to behave professionally and courteously at all times.

Drugs, Alcohol, Smoking



Contractors are not permitted to use or be under the influence of drugs or alcohol whilst on site.

Smoking is prohibited on site and within 4 metres of a pedestrian entrance or exit from the site.

Work Requiring Storage King Approval



All work at a Storage King site requires Storage King approval, no matter when the work is to be conducted (i.e., includes work conducted after hours or on a weekend).

Working hours are subject to the site and nature of the work to be undertaken.

Licenses



Contractors must be appropriately licensed, trained, and competent to perform the work:

- Trade License - appropriate to their trade
 - e.g. electrical, plumbing, etc
- High Risk Work License - appropriate to their work
 - e.g. operating a forklift, elevated work platform with 11m boom, crane or personnel and material hoists (HP), or dogging, rigging, or erecting scaffolding.

Work Area



Contractors will restrict their movements to the immediate area where their work is being carried out.

The work area(s) must be kept safe and tidy.

All passageways and exits, firefighting equipment and electrical distribution boards must be kept clear and accessible and free of obstructions.

Inspection & Supervision



We reserve the right to supervise your work activities on our site with respect to health and safety.

We will advise contractors at any time prior to, or during the work, if we decide your work requires supervision by Storage King onsite management.

If we require supervision, we will consult with the contractor on the necessary controls to ensure that the contractor and our staff are safe.

Subcontractors



If you engage “sub-contractors” they are your responsibility, and you are required to ensure they are qualified and competent to undertake the works.

It is the responsibility of the contractor that engaged the subcontractor to ensure they comply with all Storage King requirements.

Onsite Requirements

Arrival Onsite

Upon arrival at site and prior to commencing any work, Contractors and their workers must:

- Ensure Storage King site management are aware of your arrival
- Advise of the purpose of your visit
- Complete the “Contractor Attendance Register”
- Complete and provide appropriate documentation required relative to the work you are to perform, and for the risk associated with that work i.e
 - JSA / RA (Job Safety Analysis, Risk Assessment)
 - For “High Risk” work, complete the appropriate Permit To Work and a SWMS (Safe Work Method Statement)

Leaving Site



You are required to sign out on the “Contractor Attendance Register” and ensure Storage King onsite management are aware of your departure.

Upon completion of your work at each attendance, the work area must be left in a safe and tidy state.

Storage King onsite management may wish to inspect your work area prior to your departure from site.

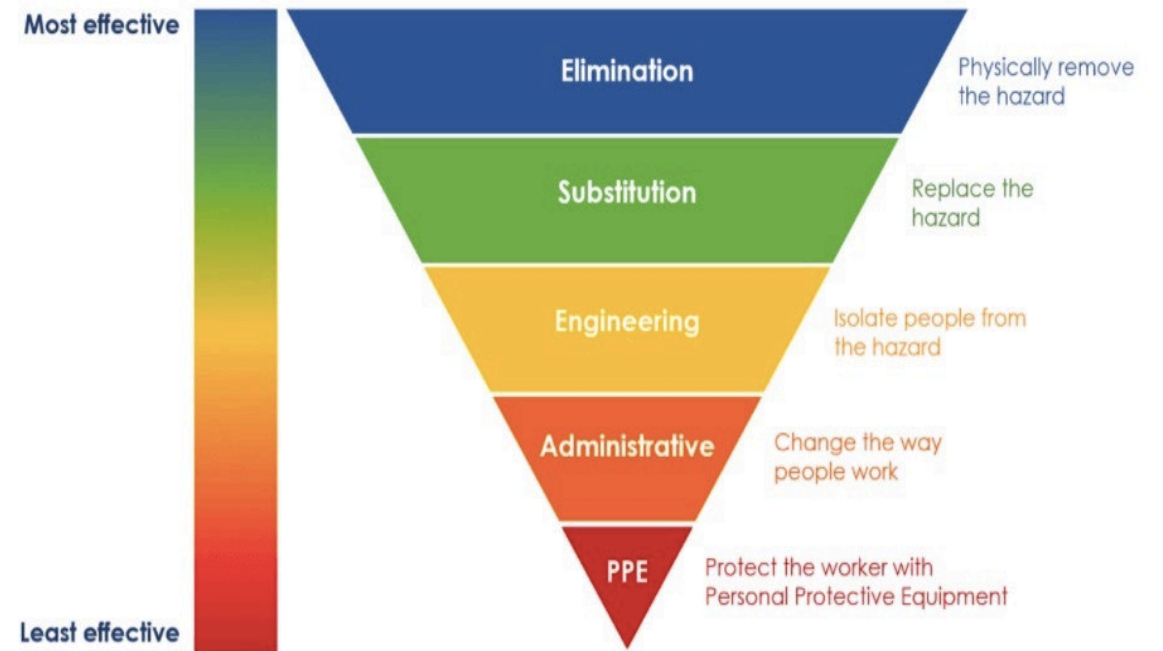
Health & Safety Requirements

Risk Management

In accordance with relevant WHS legislation Storage King is committed to eliminating risks.

Where this is not practicable, the Hierarchy of Control is to be implemented.

Risks are to be controlled so far as reasonably practicable.



Risk Assessment



All work must be risk assessed and risk documentation (e.g. Risk Assessment or Job Safety Analysis) provided to Storage King onsite management prior to the commencement of work.

A Risk Assessment should consider site-specific risks through

- Consultation with Storage King onsite management
- Observation of the area where the work will be conducted
- Review of any relevant registers (i.e. Asbestos Register, Hazardous Materials Register, Confined Space Register, etc).

Work that causes noise, fumes or dust must be included in your risk documentation and must be kept to a minimum.

Safe Work Method Statement

A Safe Work Method Statement (SWMS) is required for “High Risk” type “Construction Work” as defined by WHS / OHS legislation.

“Construction Work” (as defined by WHS / OHS legislation) includes any work carried out at a Storage King site that involves the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure.

(A structure includes the Storage King building or any component of the building or immediate surrounding area).

A SWMS must be specific to the works and step out a safe way of undertaking the works.

All workers who work under the controls outlined in the SWMS are required to be consulted in the SWMS.

A SWMS must be provided to Storage King onsite management prior to the commencement of work.

When conducting High Risk type works the contractor’s worker must not be alone onsite, either have a second worker with them or have organised a Storage King site representative to be onsite during the works.

Work Requiring a SWMS

High-Risk Construction Work that requires a SWMS (as defined by WHS / OHS legislation):

Artificial Extremes of Temperature	Chemical, Fuel or Refrigerant Line	Confined Space	Contaminated or Flammable Atmosphere	Demolition of Load Bearing Structures	Disturbance of Asbestos
Diving Work	Energised Electrical Installations or Services	Excavation Depth Greater than 1.5m or a tunnel	Near Water or Other Liquid that involves a risk of Drowning	Pressurised Gas Distribution Mains or Piping	Road, Railway, Shipping Lane or other Traffic Corridor
Telecommunication Tower	Temporary Load Bearing Support for Structural Alterations or Repairs	Tilt Up or Precast Concrete	Use of Explosive	Work at Height Risk of Fall > 2m	Work in Area with Movement of Powered Mobile Plant

Work Requiring a SWMS & PTW

A SWMS is also required where work involves the completion of a Storage King Permit To Work (PTW).

Work that requires a Storage King “Permit To Work” is considered high risk and requires multiple controls.

A PTW must be approved by Storage King onsite management prior to the commencement of work.

Contractors will need to complete a PTW and ensure that their work is carried out in accordance with any relevant legislation.

Storage King has various Permit To Work types depending on the nature of the work.

Permit to Work - Types



Permit Name	Details
Working in a Restricted Area, Working at Height, Roof Access, and Overhead Work Permit	<ul style="list-style-type: none"> • This might include accessing the gutters and/or roof, working in the ceiling space, or work that involves a fall >2m, you must consider the risk of falling people and falling objects. • You must provide your own harnesses and fall arrest/restraint equipment and it must be within test and tag date. • Consult with onsite management to understand the site-specific access requirements.
Confined Space Entry Permit	<ul style="list-style-type: none"> • There may be multiple “Confined Spaces” on site. • Refer to the Confined Space Register onsite for details.
Hazardous Materials Work Permit	<ul style="list-style-type: none"> • This might include disturbance of asbestos, synthetic mineral fibres (i.e. glasswool, refractory ceramic fibres (RCF), rockwool), or heavy metals (i.e. lead based paint). • Refer to the Asbestos Register or Hazardous Materials Register for details.
Hot Works Permit	<ul style="list-style-type: none"> • This includes work that generates a flame or spark, including gas / electric welding and cutting, blow torches, tar boilers, grinding wheels, cutting discs.
Isolation/Impairment Works Permit	<ul style="list-style-type: none"> • This might include isolating electrical power and fire panels / systems. • Storage King does not allow any live electrical work. All electrical plant is to be isolated, locked out and tagged before work is commenced. • Only licensed electrical contractors are permitted to undertake electrical work.

Ladders



Contractors are required to provide their own ladders where required.

Ladders are to be industrial rated and in good working order.

Tools, Plant & Equipment



Contractors must provide their own tools & equipment required to perform their works.

Contractors are responsible for any workers that use plant and equipment, and that they are trained and have the required competencies & licences.

Electrical Equipment



Any electrical equipment that Contractors bring to site must be in good condition, tested and tagged in accordance with electrical regulations.

Portable Residual Current Devices (RCDs) are mandatory for electrical equipment.

Leads should be located where they do not create a trip hazard.

Traffic Hazards & Movement of Goods

Consult with onsite management on the traffic management plan for the site to ensure that you apply caution whilst in the proximity of moving vehicles, trucks, mobile equipment, and people.

Use pedestrian walkways where they are available.

Transporting or moving of materials through public or common areas is only permitted with Storage King access.

Use goods lifts where possible.

PPE, Signage & Barricading

You may be required to wear Personal Protective Equipment (PPE) depending on the type of work and where you are conducting the work.

If PPE is required as outlined in your risk documentation, you must ensure that you and your workers use your own PPE, and that it is worn.

Contractors must display appropriate signage and use barricading appropriate to the work and area where work is being conducted for the protection of all others.

Public Safety & Security



We all have a shared responsibility for Public Safety.

Contractors shall ensure they consider whether their work may impact the health and safety of others who might be on-site, or visiting our site, and ensure that the appropriate level of protection is in place for their health and safety.

Contractors must report any suspicious items or behaviours to Storage King onsite management immediately.

Restricted Access



Access to “Restricted Areas” must be arranged with Storage King onsite management.

All keys must be returned to Storage King onsite management after use, and no keys are to be taken from site.

Infection Control



Contractors will ensure they maintain personal hygiene so that we can all reduce the risk of acquiring an infection.

First Aid



As a contractor you are required to provide your own first aid provisions.

Familiarise yourself with the location of the site first aid arrangements when you arrive at site, including first aid facilities and equipment.

A First Aider may be on duty during site office trading hours.

Emergency Management

Familiarise yourself with the emergency procedures when you arrive at site, this will include how to safely evacuate and how to shelter in a safe place if necessary.

Evacuation Diagrams are located throughout each site that outline how to exit the building in the event of an emergency and the location of the site assembly area.

Above all else, follow a warden's instruction in the event of an emergency.

Hazards & Incidents



If you become aware of any hazards, stop work, and immediately notify Storage King onsite management.

If you are involved in, or witness an incident whilst onsite, you are required to take the following steps:

- Make the area safe, including ensuring any injured party is not in any further danger.
- Notify Storage King onsite management as soon as possible.
- Assist in any investigation required by staff.

Issue Resolution



If you do not feel that a health and safety concern has been dealt with in an appropriate way, please notify the Storage King WHS Team at whs@storageking.com.au

Environmental Requirements

Hazardous Chemicals

If you bring or store any chemicals onsite, you **MUST** inform Storage King onsite management prior to the commencement of work.

The use of chemicals is to be in accordance with the manufacturer's instructions.

Hazardous chemicals include all solvents, fuels, oils, powders, etc. associated with your work.

A Safety Data Sheet (SDS) must be available and dated within 5 years, or the most recent copy available by the supplier for each chemical.

Chemicals must not be stored onsite.

NOTE: Chemicals that emit fumes (solvents, etc.) require a risk assessment to be undertaken so that they do not impact anyone or site operations.

Waste



Storage King does not provide waste collection services for contractors.

It is a requirement that you are to remove all waste or excess materials from site upon completion of works.

Thank You!

You have successfully completed this induction.

