



Department of the Legislative Assembly
of the Northern Territory

Parliament House induction manual and site rules for contractors



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Department of the Legislative Assembly
of the Northern Territory

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Parliament House
State Square
Darwin NT 0800

Web: www.parliament.nt.gov.au

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1 Definitions

Contractor: any person who carries out contract, construction or maintenance work in Parliament House and its precinct, including an employee of a contractor or sub-contractor, a licensee, contractor, sub-contractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company or volunteer.

Plant: any machinery, equipment, appliance, container, implement or tool, and any component or anything fitted or connected to those objects.

Parliament House: the parliamentary precinct and land controlled by the Department of the Legislative Assembly, which is Lot 11231 Town of Darwin, being Parliament House and its immediate environs, including the parliamentary forecourt and the above ground car park, located next to the security gatehouse.

Services: elevators and lifts; mechanical and air-conditioning equipment; fire prevention systems; plumbing and hydraulics; electrical and lighting; carpentry, joinery and painting; locks and hardware; diesel generators; sound and vision equipment; radio and satellite equipment; legionella testing systems; roller doors and sliding gates; gas fittings and equipment; sewer and grease traps; and electronic security.

2 Introduction

These rules are administered by the Department of the Legislative Assembly, which has responsibility for the maintenance of Parliament House.

The rules are designed to assist contractors to operate effectively and safely within Parliament House. It is a condition of entry to Parliament House that contractors read, understand and comply with these rules. By signing the Contractor's Declaration you agree that you will abide by these rules.

All contractors will be under the direct supervision of the Director Assets and Building Management or his/her delegate while they are working in the parliamentary precinct during business hours, and the Security Site Manager after business hours.

3 Prior to commencing work

All contractors must apply for approval to work on site by following the directions set out in the Security section below.

Approval from the Director Assets and Building Management or his/her delegate is required for contractors prior to the commencement of any work in the parliamentary precinct.

4 Hours of access

Hours of access to undertake work must be discussed and approved by the Director Assets and Building Management or his/her delegate prior to work commencing. Contractors who attend Parliament House without having hours of access approved will not be permitted entry.

5 Security

All contractors who provide services in the parliamentary precinct must sign and return a copy of the Contractor's Declaration. Contractors must also provide valid photographic identification to be granted permission to work within the precinct.

Contractors who will need to access to non-public areas of Parliament House must provide a National Police Certificate to the Director Assets and Building Management to be granted access to Parliament House. A National Police Certificate is valid if it is less than 12 months old.

If a contractor has not resided in Australia for the previous 12 months, a criminal history check from the country of previous residency must be supplied.

All documents must be provided along with a signed copy of the Contractor's Declaration at least two business days before work is due to commence. Documents are to be submitted by email to LA.buildingmanagement@nt.gov.au. Contractors who do not supply these documents within the required time frame will not be permitted access.

The Department of the Legislative Assembly reserves the right to refuse access, and no discussion will be entered into where access is refused.

If access is approved, contractors will be notified and will be advised to contact Parliament House Security to arrange a time to attend Parliament House to have their photograph taken so that a security pass can be issued.

All contractors must have a security pass. Contractors without a security pass cannot be escorted by a contractor who has a pass.

A contractor who is convicted of a criminal offence during the contract period must advise the Director Assets and Building Management of the conviction. Whether the contractor can continue to work in the parliamentary precinct will be determined by the Director Assets and Building Management.

Contractors will be subject to security screening of individuals, vehicles, tools and equipment. Any person who fails to submit to security screening will be denied entry to Parliament House and access passes may be revoked.

Contract workers may be required to store items such as mobile telephones, cameras, radios and/or electronic devices with Security.

Contractors must follow the direction of DLA staff and Parliament House Security Officers at all times.

6 Identification, access cards and keys

Workers engaged in work in all areas of Parliament House are required to wear their Parliament House security access pass at all times while on site. Access cards and keys will be issued by Security staff on the advice of the Director Assets and Building Management.

On arrival, all contractors must report to Security at the level 2 reception desk or at the Control Room on level 1, where access passes and keys can be collected. Any contractor who does not have current clearance to work in the parliamentary precinct will be asked to leave the site.

All access passes and keys must be returned to Security staff before leaving Parliament House each day.

By signing the Contractor's Declaration you agree that you will not allow another person, under any circumstances, to use your access card or key.

The condition of use of the access card is that you only access the areas assigned to your access card and your official designated work area within Parliament House. Requests for additional access or a variation must be approved by the Director Assets and Building Management.

Lost or stolen access cards or keys must be reported to the Security Services Unit immediately by telephoning 8946 1425. A temporary or new access card may be issued by Security staff on the advice of the Director Assets and Building Management or his/her delegate.

Access passes that are not collected within two weeks of being approved will be cancelled. Contractors will then need to reapply for an access pass following the process described above.

Access passes for ongoing maintenance contracts are issued for 12 months, after which time the Director Assets and Building Management will determine whether the pass is to be extended.

7 Fire safety

Contractors must not obstruct fire-fighting equipment, fire prevention equipment or fire exits and must ensure that fire escape routes are free from obstruction at all times.

8 Evacuation and cyclone procedures

In the event that an evacuation is required, contractors must follow the instructions of the Chief Warden or Floor Warden.

Evacuation routes and assembly points appear on signs throughout Parliament House.

In the case of a cyclone, contractors must ensure that unfinished work, equipment, boarding, materials and other movable items are secured and stored.

Copies of the Department of the Legislative Assembly's emergency and cyclone plans are available in the Security Control Room on level 1.

9 Children and pets

Contractors may not be accompanied by children or pet animals while working in Parliament House. Animals trained to assist humans, such as guide and hearing dogs, are permitted general entry into Parliament House.

10 Confidentiality

Contractors who are exposed to confidential or sensitive information may not disclose such information to any third party.

By signing the Contractor's Declaration, you agree and acknowledge that you will:

- a) not use any confidential information other than for the purposes of delivering the contracted service
- b) not disclose any confidential information other than to those personnel to whom it is necessary for the purposes of delivering the contracted services
- c) not reproduce any confidential information in any medium or format except where required for the purpose of delivering contracted services

Failure to comply with the obligations under this section may result in legal action.

11 Parking and truck height

Contractors are to attend at the rear gate of Parliament House, accessed via the Esplanade, where they will be advised if a park is available for them. If no car parks are available contractors must find their own parking off site.

Trucks or vehicles higher than 3.2 metres are prohibited from entering the loading dock area.

The loading dock area is a no-parking area and loading is permitted for a maximum of 15 minutes. Approval from the Director Assets and Building Management or his/her delegate is required if further use of the loading dock is requested.

The secure carpark is a shared zone with a speed limit of 5km/h. If speed limits are exceeded, the Director of Assets and Building Management or his/her delegate may revoke access to the secure carpark.

12 Parliament House plant and equipment

Contractors must not use or touch plant or equipment, including air-conditioning plant, without the prior approval of the Director Assets and Building Management or his/her delegate.

No fumes or odours are allowed near any air-conditioning plant equipment without the prior approval of the Director Assets and Building Management or his/her delegate. This includes paints, chemicals, lubricants, grinding, drilling, etc.

13 Isolation of services

Services must not be isolated without the prior approval of the Director Assets and Building Management or his/her delegate.

Any services which are isolated must be correctly tagged with the name of the person engaged in the isolation, the date, time and anticipated period of isolation.

In the case of an emergency, services can be isolated immediately. Director Assets and Building Management or his/her delegate must also be notified immediately.

14 Security of material and equipment

No material and/or equipment must be left unattended in the parliamentary precinct where it may present a hazard to occupants and visitors to the building. No area of the precinct may be used for storage of material or equipment without prior approval of the Director Assets and Building Management or his/her delegate.

Storage of flammable materials in the parliamentary precinct is not permitted.

15 Chemicals and hazardous materials

All chemicals and hazardous material must display appropriate signage, and safety data sheets (SDS) must be available in close proximity to where the chemicals are handled. Appropriate personal protective equipment (PPE) must be worn by contractors handling chemicals or other hazardous materials.

When chemicals for the air conditioning system are being replenished in the chiller room on level 1, the doors of the chiller room must be closed to prevent odour spreading in the case of a chemical spill.

16 Inconvenience to building occupants and the public

Contractors should attempt at all times to minimise inconvenience to building occupants and members of the public.

17 Removal of rubbish

Contractors must remove all rubbish/debris associated with their work from Parliament House.

18 Work health and safety

All contractors must comply with all relevant Work Health and Safety (WHS) legislation and policies. A copy of the Department of the Legislative Assembly's work health and safety management plan is in the appendix to this document.

19 Hot work

Approval from the Director Assets and Building Management or his/her delegate is required before commencing any hot works including flame cutting, welding or open flames.

20 Smoke detection and fire alarm systems

Any work which may produce smoke, fumes, dust or heat requires the isolation of the Very Early Smoke Detection Apparatus (VESDA) and Fire Alarm system. Approval of the Director Assets and Building Management or his/her delegate is required for any such work and isolation of systems.

VESDA and fire alarm systems must be reactivated immediately after work has been completed.

21 Access to lifts in Parliament House

Lift number 5 (the goods lift) is the only elevator to be used to transport material or plant around the building.

Contractors may use other lifts in Parliament House for moving between floors; however, access to these lifts is reserved strictly for Members of the Legislative Assembly during the ringing of the bells on Assembly meeting days.

22 Ceiling tiles and hatches

Ceiling tiles removed and hatches opened must be replaced or closed when unattended. Ceiling tiles which are broken during the course of contract work must be replaced.

23 Drilling and/ or coring

Contractors must arrange for inspection of areas where drilling or coring of walls, floors or ceilings has taken place by the Director Assets and Building Management or his/her delegate, who will ensure that holes have been sealed with an approved fire-resistant sealant.

24 Asbestos register

No Asbestos Containing Material (ACM) has been detected at Parliament House. The Parliament House asbestos register is available on the Northern Territory Government Asbestos Register Search page at <https://ntg.octfol.io>.

25 Telephones

Unauthorised use of Parliament House telephones by contractors is strictly prohibited. Parliament House telephones may be used for contacting Security or the Director Assets and Building Management or his/her delegate.

26 Smoking policy

Smoking, including vaping and e-cigarettes, is not permitted within the parliamentary precinct.

27 Misconduct

Any contractor who engages in inappropriate conduct will be immediately removed from the site. Examples of misconduct include but are not limited to:

- unauthorised removal of or interference with any protective device or the unauthorised operation of a machine, plant or equipment
- damage to, misuse of or interference with fire-fighting equipment
- unauthorised removal or defacing of any label, sign or warning device
- misuse of chemicals, flammable or hazardous substances or toxic material
- smoking in the parliamentary precinct
- interfering with evidence following an accident
- being under the influence of alcohol or drugs
- failing to comply with the directions of a Security Officer.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Contractor's declaration

This form must be completed and returned to LA.buildingmanagement@nt.gov.au at least 2 business days prior to the planned commencement date for works at Parliament House.

Last name		First name	
Company name		Company contact person name	
		Company contact person number	
Project name			
Access start date:..... Access end date:.....			

Tick box to confirm below documents are attached	
Criminal History Check/Police Clearance (obtained within the last 12 months)	<input type="checkbox"/>
Copy of current photographic ID (in colour)	<input type="checkbox"/>

Compliance
I have read and understand the Parliament House Induction Manual and Site Rules and agree to comply with it at all times when working in the parliamentary precinct.
Contractor Signature:..... Date:.....

OFFICE USE ONLY

Prior to commencement Assets and Building Management team action	Yes	No
Criminal History Check/Police Clearance (obtained within the last 12 months)?	<input type="checkbox"/>	<input type="checkbox"/>
Copy of current and colour photographic ID provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is access permitted via secure car park gate?	<input type="checkbox"/>	<input type="checkbox"/>
Access behaviour model: 		
Times access is permitted (for example, 8am to 5pm Monday to Friday) 		
BPM Officer Name: Signature:..... Date:.....		

Security team action		Yes	No
Access pass issued: Date:		<input type="checkbox"/>	<input type="checkbox"/>
Pass to be kept in key locker?		<input type="checkbox"/>	<input type="checkbox"/>
Storage location:			
Issuing officer name: Signature:..... Date:.....			
Issuing officer to complete		Auditing officer to complete	
ID confirmed and area access details entered		Entry Verified	<input type="checkbox"/>
Key Profile		Entry Verified	<input type="checkbox"/>
Access card number assigned		Entry Verified	<input type="checkbox"/>
Key assigned or N/A		Entry Verified	<input type="checkbox"/> or N/A
Key locker # or N/A		Entry Verified	<input type="checkbox"/> or N/A
Card Issuing Officer name: Signature:..... Date:.....		Card Audit Officer name: Signature:..... Date:.....	

TRM to: Property Management – Security – Access – Contractors

Appendix – Department of the Legislative Assembly work health and safety management plan



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Work Health and Safety Management Plan

INTRODUCTION

The Department of the Legislative Assembly (DLA) recognises its duty of care to manage, as far as is reasonably practicable, the risks to the health and safety of all workers and visitors in its workplaces.

The DLA is committed to:

- Complying with WHS legislation
- A structured approach to work health and safety (WHS) in order to achieve a consistently high standard of safety performance
- Reducing the impact of workplace injury and illness by managing risk and continually improving its WHS management
- Promoting safety leadership and WHS responsibilities as an integral part of managing the health and safety risks in the work environment.

APPLICATION

This plan applies to all DLA staff and electorate office staff.

Members share responsibility with the DLA for electorate office staff. Members have duties under the *Work Health Safety (National Uniform Legislation) Act 2011* (WHS Act) to ensure the health and safety of persons in any place where they or their workers perform work. They must ensure, as far as is reasonably practicable, the health and safety of:

- Workers that they engage, or cause to be engaged
- Workers whose work they direct or influence
- Other persons in the workplace.

While Members are not bound by this plan, it is drafted to assist them to discharge their responsibilities under WHS legislation. If Members choose not to adopt this policy document, they must still comply with WHS obligations and develop their own policy documentation.

Parliament House is also a multi-tenant building; all building tenants are responsible for their own site-specific policies and plans under WHS legislation.

DEFINITIONS

The following terms are used throughout this plan and are consistent with legislation and international standards.

Employer – the person conducting a business or undertaking (PCBU) is the employer of a worker. In the context of the DLA, the Crown in right of the Northern Territory is the employer. The Crown conducts business undertakings through various agencies, including the DLA, and is typically represented within each agency by the chief executive officer and other officer roles.

The Clerk and Members share responsibility as authorised officers exercising employment power on behalf of the Crown for electorate office staff.

Officer – a person who makes, or participates in making, decisions that affect the ‘whole of, or substantial part of’ the agency. Officers are not limited to senior or executive roles. They may include middle managers depending on their decision-making influence. In the DLA this includes:

- Clerk
- Deputy Clerk
- Executive Director, Parliamentary Support
- Director Business Services
- Director Building and Property Management
- Chief Financial Officer
- Clerk Assistant Chamber & Serjeant at Arms
- Committee Secretary
- WHS staff.

Person conducting a business or undertaking (PCBU) – has a primary duty to ensure the health and safety of workers while they are at work in the business or undertaking, and others who may be affected by the carrying out of work, such as visitors.

Reasonably practicable – means what could reasonably be done at a particular time to ensure the health and safety measures are in place.

Wellbeing (at work) – fulfilment of the physical, mental, social and cognitive needs and expectations of a worker related to their work.

Worker – any person who carries out work for a PCBU, including work as an employee, contractor, work experience student and volunteers. Under the *Return to Work Act 1986*, this also includes Members of the Legislative Assembly. Persons who are officers are also workers.

As the department responsible for Parliament House and electorate offices, the DLA also has obligations to building occupants and contractors who visit the workplace.

Workplace – any place where a worker goes or is likely to be while work is carried out for a business or undertaking. This includes Parliament House and electorate offices, or locations DLA and electorate office staff travel to, as well as personal residences when employees are working from home.

WORK HEALTH AND SAFETY POLICY

The DLA regards the health, safety and wellbeing of workers and visitors to its workplaces as its highest priority. It is committed to ensuring a safe and healthy workplace, as far as reasonably practicable, through the adoption of systematic approaches to the management of WHS.

At a minimum, the DLA will develop and maintain health and safety arrangements which ensure:

- The establishment of health and safety objectives which are relevant to the operations of the DLA.
- That all workers and other affected parties are aware of and can fulfil their specific legislative duties and responsibilities with regard to health and safety, relevant to their employment.
- That all workers and interested parties may participate in consultation and contribute to decision-making in regard to matters which affect their health, safety and wellbeing.

- DLA staff, electorate office staff and Members are provided with reasonably practicable support, training and equipment, to the extent that the DLA has control or influence in workplaces (noting that Members are provided with an electorate allowance to assist them to meet their responsibilities).
- That workers who are injured or otherwise harmed as a result of their employment are provided with high-quality and timely support, treatment and rehabilitation during their recovery to pre-injury status.
- That levels of awareness of psychosocial risks are increased, developing competence in the management of psychosocial risks, supporting the recovery and return to work of affected workers, and planning for and responding to emergency situations.
- That the performance and effectiveness of all WHS plans, policies and controls are monitored, reviewed and continually improved.

This commitment is extended to all workers, contractors and other parties who are affected by the operations of the DLA, including building occupants within Parliament House.

Safety objective

The establishment of health and safety objectives which are relevant to the operations of the DLA is an important part of WHS planning. The DLA is committed to a key objective: the appropriate management of WHS risks and incidents in workplaces. The department commits to achieving this objective by:

- Understanding what the DLA's WHS obligations are
- Having effective systems in place that are properly maintained in accordance with those obligations
- Having clarity on the extent of DLA and Member obligations regarding electorate office staff so the department can fully discharge its obligations and equip Members to discharge theirs
- Making the WHS plan and policies available to workers
- Making sure all workers are aware of and contribute to a positive WHS culture, and appropriate management and systems.

Due diligence

Due diligence includes taking reasonable steps to:

- Acquire and keep up to date knowledge of WHS matters
- Gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations
- Ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking
- Ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information
- Ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under the WHS Act.

Organisational roles, responsibilities and authorities

The WHS Act outlines the various duties, also known as obligations, that apply to employers, workers and visitors in a work environment. A list of obligations against roles is provided below.

In addition, contract conditions relating to WHS apply to any contractor working at Parliament House or electorate offices.

Members have responsibilities as an employer in relation to electorate office staff but are also owed obligations to them as a worker.

Person or Role	Summary of duty or obligation
Person Conducting a Business Undertaking / Employer	<p><i>Primary duty of care</i></p> <p>A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of workers within the workplace.</p> <p>These overarching obligations further extend to guaranteeing that health and safety is ensured, so far as is reasonably practicable, through a number of actions and processes including that workers have access to training and supervision, consultation, systems, safe equipment and infrastructure, protective equipment, first aid equipment and amenities.</p>
Officers	<p>An officer of the PCBU must exercise adequate due diligence to ensure that the PCBU complies with relevant WHS obligations, meaning that officers hold specific obligations in regards to WHS compliance through a due diligence process.</p>
Workers	<p>Workers (including contractors) retain a number of obligations to enable the safety of themselves and others in the workplace. While at work, a worker must:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Take reasonable care that their actions do not adversely affect the health and safety of other people • Comply, so far as is reasonably practicable, with any reasonable instruction that is given by the PCBU • Comply with any reasonable policy or procedure relating to health or safety at the workplace that has been implemented or notified to workers.
Health and Safety Representatives (HSRs)	<p>HSRs are elected by members of a work group in order to represent the interests of that work group in matters relating to work health and safety. HSRs must undertake approved training to exercise their full powers, and may:</p> <ul style="list-style-type: none"> • Consult with workers on a regular basis • Inspect a work area as required • Participate in workplace accident and incident investigations as required • Participate in any change management discussions that may affect the health and safety of workers • Provide advice to officers on the welfare of workers in their work group.
Visitors	<p>While at a workplace, a visitor must:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health and safety • Take reasonable care that their actions do not adversely affect the health and safety of other people • Comply, so far as is reasonably practicable, with any reasonable instruction or policy that is given by the PCBU.

Consultation

All workers and interested parties may participate in consultation and contribute to decision-making in regard to matters which affect their health, safety and wellbeing.

The DLA will consult with staff and interested parties:

- Annually when the plan is reviewed
- Annually at the electorate officer forum
- Quarterly at DLA staff forums
- Quarterly at the Parliament House WHS Committee.

Health and Safety Representatives are part of a safe culture. The option to appoint a representative is always available to the workforce and, if no-one is appointed, the offer to set the position up will be included in the annual review.

Training and equipment

DLA staff, electorate office staff and Members will be provided with reasonably practicable support, training and equipment to fulfil their WHS responsibilities. Advice regarding WHS obligations for Members and electorate officers is included in induction guides.

Training will be provided to ensure workers are capable of doing the role and activities asked of them, including:

- DLA staff, electorate office staff and Member inductions
- Policy presentations at DLA staff forums
- Building maintenance tools training
- Site induction for contractors
- Manual handling training
- 4WD training.

First Aid equipment

The DLA must ensure:

- Provision of first aid equipment
- Each worker at the workplace has access to the equipment
- Access to facilities for administering first aid
- An adequate number of workers are trained to administer first aid, or workers have access to an adequate number of other people who have been trained to administer first aid.

Members are responsible for the upkeep of first aid kits in electorate offices.

First aid equipment, facilities and first aid officers must be accessible to workers whenever they work including those working night shift or overtime.

Automated external defibrillators (AEDs) can reduce the risk of fatality from cardiac arrest and are provided on all levels of Parliament House.

Eye wash and shower facilities are provided in the Parliament House Level 1 plant room, where there is a risk of hazardous chemicals or substances causing injuries.

First aid officers

As a minimum first aid officers should hold nationally recognised Statement/s of Attainment issued by a Registered Training Organisation for the nationally endorsed first aid unit of competency Provide First Aid or a course providing equivalent skills. First aid officers should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm

their competence to provide first aid. Refresher training in CPR should be carried out annually and first aid qualifications should be renewed every three years.

The ratio recommended for office and administration-based workplaces is one first aid officer for every 50 workers. At Parliament House, contract security officers are first aid officers, providing cover for everyday responses. In addition to this, the DLA will appoint further first aid officers within the department to ensure sufficient response is available in an emergency situation where security officers might be taken up by other primary duties.

Psychosocial risk

Psychosocial risk is a combination of the likelihood of occurrence of exposure to work-related hazard(s) of a psychosocial nature and the severity of injury and ill-health that can be caused by these hazards. Common psychosocial risks include traumatic events, violence, aggression, job demands and poor support.

Levels of awareness of psychosocial risks will be increased, including through the DLA Mental Health and Wellbeing Policy and training. Further information is outlined in Appendix A – WHS Operational Risk Register.

Support and treatment

Workers who are injured or otherwise harmed as a result of their employment will be provided with early intervention, high-quality and timely support, treatment and rehabilitation during their recovery to pre-injury status. Support and treatment are managed through NTG systems and services, including workers compensation, the Employee Assistance Program (EAP) and other support programs. Information is available on [NTG Central](#).

Workers are able to request ergonomic assessments of workstations and reasonable amendments, including purchase of furniture, to improve wellbeing at work.

Review

The performance and effectiveness of all WHS plans, policies and controls will be monitored as per the DLA Risk Management Framework.

ADDRESSING RISK

WHS risk management is a systematic process of hazard identification, risk assessment and risk control with the aim of providing healthy and safe conditions for workers and visitors.

As required by the WHS Act, the DLA has adopted a risk management approach to underpin its WHS management. This approach involves all officers and workers in identifying hazards, assessing and prioritising risks, implementing control measures and reviewing how effective the control measures are. Risk assessment, treatment and risk analysis tools are available in the DLA Risk Management Framework.

All workers are responsible for assisting in managing the particular risks associated with their specific work environment. Risk management strategies may include:

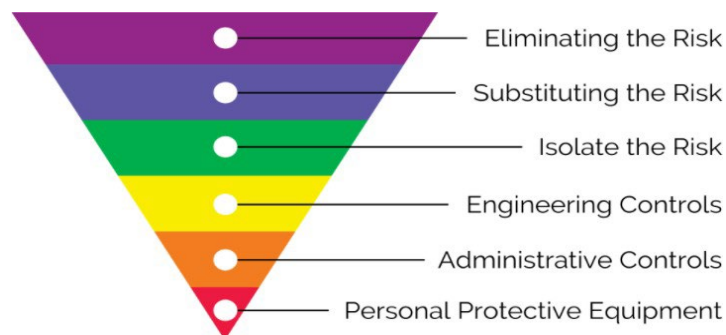
- Regular hazard inspections of the environment
- Risk assessments for any change to work processes
- Hazard, injury and incident reporting procedures
- Undertaking incident investigations
- Developing procedures for specific activities which are complex or hazardous.

Controlling hazards

In controlling hazards the aim is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, following processes or using protective equipment. In many cases, a combination of several control strategies may be the best solution.

Hierarchy of control strategies (in order of preference):

- Eliminate the hazard—remove the equipment from use, dispose of unwanted chemicals
- Substitute—use a non-hazardous chemical, use a different machine that can do the same task
- Isolation—contain noisy machinery within a booth
- Engineering controls—design equipment differently, providing lifting devices to minimise manual handling
- Administrative processes—task variation, job rotation, training
- Personal Protective Equipment (PPE)—wearing gloves, hearing protection, eye protection.



REPORTING

All workers are to report WHS hazards when they are identified. Hazards can include safety, biological, physical, ergonomic, chemical, work organisation and environmental. At Parliament House this could be spilled liquid in the Main Hall, broken rails on the mezzanine or a chemical spill on Level 1.

Any worker who becomes aware of a WHS hazard is required to take the following actions:

- Make reasonable efforts to communicate the hazard to others who may be injured or harmed by the hazard
- Take reasonable actions to control the hazard in a timely manner, if safe to do so
- Report the incident or hazard to the Security Unit to ensure that it is formally recorded and can be investigated and closed.

There are a number of ways to report a WHS event. These include:

- Immediately advising others who may be affected by the hazard in a timely manner to ensure they are aware of the potential risks
- Informing a supervisor or manager. In the case of electorate officers, informing the Member and the DLA
- Entering a report into the NTG WHS reporting system ([Figtree](#)).

Not reporting a hazard or not taking reasonable steps to communicate a hazard is a potential failure of the duty of care for workers, Members, building occupants and visitors and leaves others exposed to the risk of injury or illness. Some individuals affected by this plan may need to also interact with their own agency or company plans.

Injuries and illness

Records are important as they may be required for an investigation or report to NT WorkSafe, or for a workers compensation claim at a future date. If no record of the injury has been made, this may cause the claim to be rejected or deferred in some cases.

Records of injuries, illnesses, near miss incidents and other information are also useful when making decisions about first aid requirements.

Notifiable Incidents

Under the *WHS Act*, section 35, a **notifiable incident** means any of the following:

- The death of a person
- A serious injury or illness of a worker or other person in the workplace
- A dangerous incident.

Note: A notifiable incident must be reported to NT WorkSafe by the PCBU as soon as possible after the incident has occurred by calling 1800 015 119.

SUBORDINATE GUIDELINES

- [Parliament House Induction Manual and Site Rules for Contractors](#)
- [Parliament House Emergency Procedures](#)
- Vehicle Travel Policy
- Mental Health and Wellbeing Policy

LEGISLATION AND REFERENCES

- *Work Health Safety (National Uniform Legislation) Act 2011* and Regulations
- *Public Sector Employment and Management Act 1993*
- *Return to Work Act 1986*
- [NTPS Work Health and Safety Framework](#)
- OCPE Employment Instruction Number 11 – WHS Standards and Programs
- OCPE Employment Instruction Number 12 – Code of Conduct, section 9(h)
- NT WorkSafe Code of Practice – How to Manage Work Health and Safety Risks
- AS/NZS ISO 45001: 2018 Occupational health and safety management systems Occupational health and safety management – Psychological health and safety at work
- AS/NZS ISO 45003: 2021 Guidelines for managing psychosocial risks
- AN/NZS ISO 31000: - Risk management
- DLA Risk Management Framework.

Template NTG guidelines are available in TRM at 2022/00112 as required, for example Incident Management & Investigation Guideline.

Further information on the NTG WHS practices is available at: <https://ntgcentral.nt.gov.au/safety/ntps-work-health-and-safety>

CONTACTS

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Health and Safety Representative	vacant



MATHEW BATES

Clerk

23 July 2024

APPENDIX A - WHS OPERATIONAL RISK REGISTER

See TRM 2022/00112.24