

Contractor Site Induction

Contractors are required to read and understand this site induction document prior to commencing work on site at the NGV. If you have any queries about how these policies apply to you, speak to your NGV contact.

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1. Security
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1. Security

Accessing the NGV

NGV International - Staff entry via the Security Vestibule on Sturt Street or via the Mousehole entrance adjacent to the Arts Centre.

NGV Australia - Staff entry via the Security Vestibule on Russell Court next to the public entrance.

NGV Security Access Pass

Your pass must be visible and with you at all times whilst on site. Your pass allows you access to your work areas and is issued with an emergency contact card outlining basic emergency responses and key Security and Facilities contacts. Do not give your pass to anyone else to use. If your pass is lost or misplaced, advise the security team immediately so it can be deactivated, and a replacement can be processed. The pass can be quickly reactivated if it is returned. Do not leave doors open and be mindful of tailgating when entering and exiting. Any suspicious or strange activity, persons, or items should immediately be reported to the security team.

Artwork Right of Way

Excluding emergency evacuations

Artwork displays at the NGV change on a regular basis. A clear path should be maintained when artworks are moving through the building. Move aside and remain stationary until any artworks in transit have passed (either on trolley, by hand or in crates). Do not rush ahead of the move, walk alongside the move or assist the move, including holding doors open. Do not touch or interfere with artwork displays unless you have been specifically engaged by the NGV to do so. Immediately report any unauthorised handling or disruption to artwork you witness to Security. In an emergency, people are the highest priority and artworks should not be moved until all people are safe and clear from hazards and the area has been made safe for re-entry.

Contact the NGV Security Team

NGVI - ext. 2405 (03 8620 2405)
NGVA - ext. 1505 (03 8662 1505)

2. Safety

OHS Responsibilities

The NGV is committed to providing a safe and healthy environment for its employees, contractors, volunteers and visitors. NGV has a duty of care as set out in the Occupational Health & Safety Act 2004, to provide a workplace that is safe and without risk to the health and safety of all employees, contractors, volunteers and visitors.

All personnel engaged by the NGV have a duty of care to themselves and to others to maintain a safe work environment:

- Take reasonable care for the health, safety and wellbeing and yourself and others.
- Remain aware of the health, safety and welfare impacts of your actions and do not placing any individual at risk.
- Comply with all NGV OH&S and Security policies, procedures, and guidelines.
- Report any incidents in accordance with the Incident reporting and investigation procedure.
- Consult a first aid officer immediately in case of an injury.
- Where appropriate, participate in risk assessments, workplace inspections and in determining suitable controls to reduce the risk of injury.
- Cooperate and participate in the implementation of any corrective action identified by Managers, Health & Safety Representatives or any external party in order to minimise risk of injury.
- Support and assist colleagues in their return to work following injury.

Incident Response

The NGV is committed to providing the highest level of protection to the people and assets in its buildings. Reporting and investigating incidents, and identifying hazards before they contribute to accidents reduces the risk of future workplace incidents. When an incident has occurred, any person involved or attending shall ensure that:

- If safe to do so, the situation is made safe.
- Security is notified as soon as possible so that necessary support can be provided.
- The Manager responsible for the affected person, area or asset, is notified as soon as possible.
- The site is appropriately secured and quarantined (although the site may be disturbed whilst helping someone who is injured, protecting health, safety and environment of others or in taking essential action to make the site safe or prevent a further accident, as far as is possible the site of the incident must be preserved for investigation).
- Incident reports are to be submitted through the Facilities Help Desk portal via: <https://ngvfacilities.zendesk.com/>



CONTRACTOR SITE INDUCTION SECURITY, SAFETY AND EMERGENCY MANAGEMENT

OH&S Information for External Contractors Working on NGV Premises

OH&S POLICY	The NGV is committed to providing a safe and healthy environment for its employees, contractors, volunteers and visitors. Our Policy applies to all NGV employees, contractors, volunteers, interns, work experience students and visitors. If you wish to view a copy of the NGV's OH&S Policy please speak with your relevant NGV employee contact.
WORKING SAFELY	All staff and contractors are responsible for taking reasonable care for their own health and safety, and to ensure that others' health and safety is not adversely affected by their acts or omissions. You are responsible for ensuring all your staff have appropriate training, skills and licences to undertake the work required.
SITE INDUCTION	You will be provided with a site induction which will include emergency management procedures and details regarding your access within the building. In some instances you may require a Security Guard escort to move within the building.
INCIDENT & HAZARD REPORTING	All incidents (including injuries and near misses) and hazards must be reported immediately following the event to your relevant NGV contact. If not available you can speak with a uniformed Security Guard.
RISK ASSESSMENTS & SAFE WORK METHOD STATEMENTS (SWMS)	You may be required to provide a Safe Work Method Statement (SWMS) or Risk Assessment prior to conducting works - for all High Risk Works and some Medium Risk Works. Work must be conducted in accordance with that document. All people undertaking the task must sign their acknowledgement of the SWMS.
ELECTRICAL EQUIPMENT	All electrical equipment bought onto NGV premises must be tested and tagged with in-date tags as per AS/NZS 3760:2010. Electrical leads must not pose trip hazards and double-adaptors are not to be used. Use of power boards must be kept to a minimum.
USING CHEMICALS	Safety Data Sheets (SDS) / Material Safety Data Sheets (MSDS) must be provided for all chemicals used. The SDS must be Australian, current within the last five (5) years, and kept accessible during the work. The SWMS must include details of safe use of chemicals – including personal protective equipment/clothing, ventilation & first aid measures where appropriate.
WORKING AT HEIGHTS	A SWMS must be completed prior to work commencing where there is a risk of falling from 2 metres or more. The use of scaffolding and other elevated work platforms are governed by law and regulations and all appropriate certificates, licenses, PPE and operational checks must be met before work is undertaken.
WORK PERMITS	Specific works may require a separate Work Permit in addition to a SWMS. These include Hot Works, Confined Space Entry, Working at Heights, Welding & Grinding Works, etc. Your NGV contact will advise if needed.
USE OF NGV EQUIPMENT	If you need to utilise NGV equipment, plant or machinery you are responsible for ensuring you and your staff have the appropriate skills, licences and training to use the equipment. You are required to ensure the equipment/plant or machinery is returned in the same condition as you received it.



CONTRACTOR SITE INDUCTION

SECURITY, SAFETY AND EMERGENCY MANAGEMENT

3. Emergency Management

NGV International - Contact security on 8620 2405 or 000 in an emergency

NOT ALL EMERGENCIES REQUIRE AN EVACUATION – REMAIN CALM – BE PREPARED TO FOLLOW WARDEN INSTRUCTIONS AND MOVE TO WHERE YOU ARE DIRECTED

FIRE/SMOKE

- Assist persons in danger, if safe to do so
- Evacuate the area and close doors to prevent fire/smoke spread
- Raise the alarm – operate a break glass alarm or call Security
- Follow Warden instructions

Upon hearing the **ALERT TONE**
"BEEP – BEEP – BEEP"

- Prepare to leave
- Offer assistance to Warden
- Warden will instruct staff to marshal in a safe area in preparation for an evacuation
- Report any people with a disability to a Warden immediately

Upon hearing the **EVACUATION TONE**
"WHOOOP – WHOOOP – WHOOOP"

- Unless required to help – Evacuate
- Leave via the nearest safe exit as directed by Warden
- Move to Assembly Area – encourage others
- Wait for further instructions

FIRST AID

- Seek assistance from a First Aider – contact Security
- Do not attempt to move the person – wait for the First Aider

IN THE EVENT OF AN EMERGENCY SITUATION REQUIRING EVACUATION THE CLOAKROOMS WILL BE CLOSED AND ITEMS CANNOT BE RETRIEVED

BOMB THREAT

- If received by phone, do not hang up
- Try to obtain as much information as possible
- Raise the alarm discretely – alert another person to contact security
- If suspicious package received – DO NOT TOUCH the object – contact Security

ACTIVE ARMED OFFENDER

- Stay calm. Follow escape, hide, tell guidance.
- Escape - Move immediately out of armed offender's view. Plan an escape route and evacuate if safe to do so
- Hide - If evacuation is not possible, seek shelter in an area that has lockable doors, barricade and switch off lights. Turn mobile phones to silent
- Tell - Notify security of the situation as early as possible

REPORT SUSPICIOUS BEHAVIOUR

- Attempting to enter a restricted area
- Leaving items unattended
- Documenting (photo/video/drawing) or undue attention to cameras and controlled areas.
- Taking measurements (footsteps or a tape measure)
- Asking unusual and in depth questions of employees
- Attempts to disguise identity
- Vehicles in unexpected areas, including drone sightings

ASSEMBLY AREAS



Arts Centre Lawn

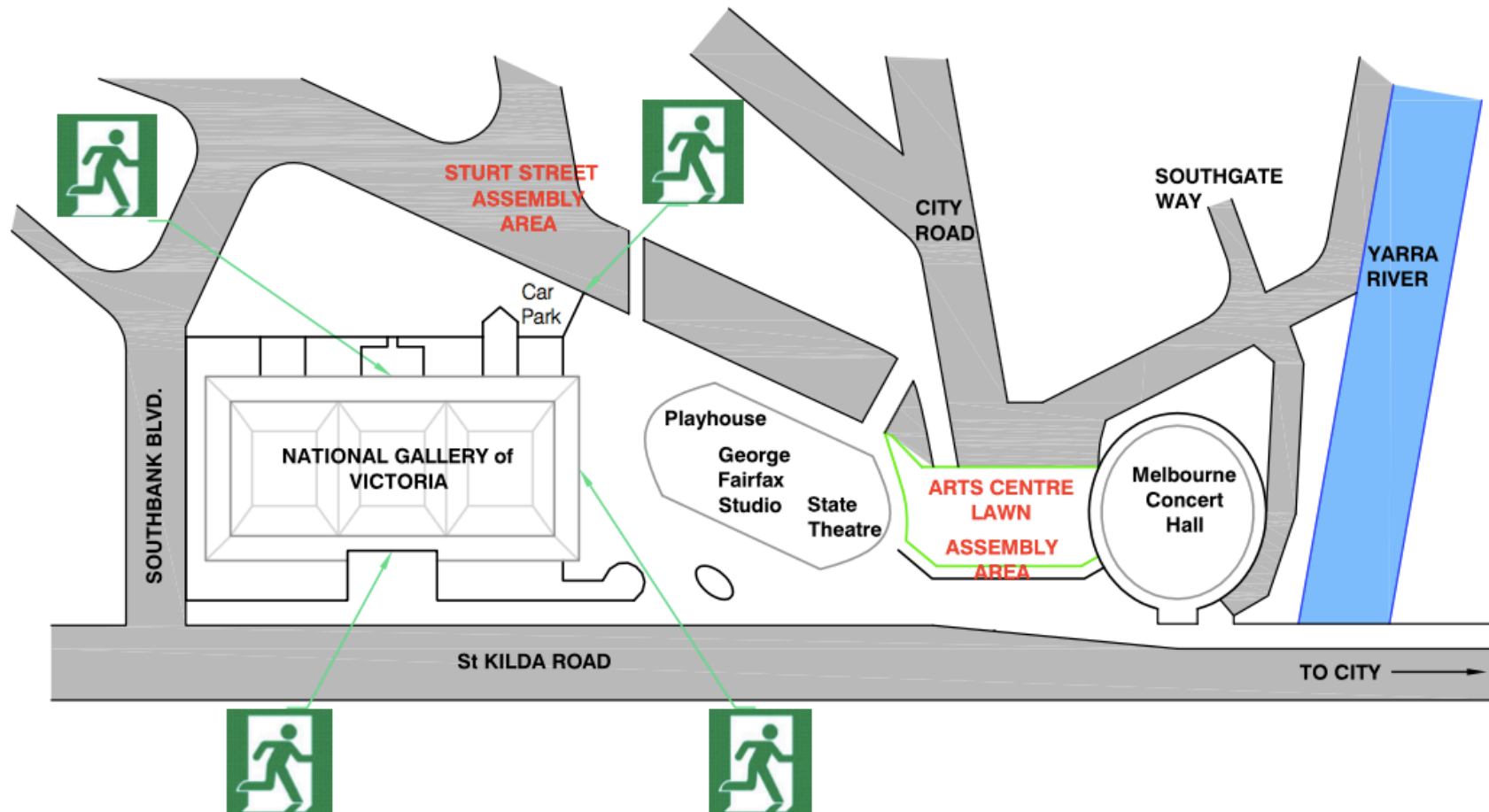


Sturt St



NGV INTERNATIONAL

Evacuation Assembly Area Locations





CONTRACTOR SITE INDUCTION

SECURITY, SAFETY AND EMERGENCY MANAGEMENT

NGV Australia – Contact security on 8662 1505 or 000 in an emergency

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IAN POTTER CENTRE: NGV AUSTRALIA - ASSEMBLY AREAS



Access via the four locations indicated and emergency stair breakout doors:

- (1) - Through Main Eastern Entry Doors
- (2) - Through Main Western Entry Doors
- (3) - Via Atrium & through NGV Shop
- (4) - Studio Gallery doors

