

Module 3

Visitor Safety Orientation

Staff – Customers – Members of the Public – Contractors

Welcome to the Australian National Botanic Gardens (ANBG)

Please read the following information, it summarises the ANBG visitor safety requirements.

All Visitors – will require this Basic Safety Orientation

- If an emergency occurs during your visit, you must follow the instructions of a Warden or your ANBG host. Inform your host if mobility assistance may be required in an emergency. A plan of the emergency exits and assembly areas is posted in all office areas.
 - Your ANBG host will inform you of any site-specific hazards.
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Visitors – not accompanied at all times by an ANBG employee, will require this Full Orientation:

- If an emergency occurs during your visit, you must follow the instructions of a Warden or your ANBG host. Inform your host if mobility assistance may be required in an emergency. A plan of the emergency exits and assembly areas is posted in all office areas.
- Your ANBG host will inform you of any site-specific hazards.
- The ANBG has a no smoking policy for all buildings and vehicles.
- Please do not operate any equipment without obtaining permission from your ANBG host or workplace manager.
- Do not bring chemicals onto the premises without permission of your ANBG contact. All chemicals must have current Material Safety Data Sheets.
- All electrical equipment used on site must be tested and have a current tag in place.
- Please do not create hazards that may cause injury to yourself or others.
- Please comply with all safety signs.
- Please report all hazards and incidents (accidents and near miss incident accidents) to the nearest ANBG ranger or your ANBG host.
- First aid arrangements are posted in the foyers of each building.

Once the orientation has finished all Visitors must sign the Visitor Register

Additional information for contractors.

- Complete Module 3A, Contractor Management Checklist for Workplace Managers.
- Complete Module 3B, ANBG Environmental Conditions.

Module 3A

Contractor Management Checklist for workplace Managers

Completed checklist should be filed by the Project Officer.

General

This checklist has been prepared to assist the ANBG in fulfilling its responsibilities in relation to contractor health and safety management.

Work area in ANBG:	
Contractor's Name:	Company Name:
Date:	
ANBG Works Manager:	
Project description:	
Q1. Has the contractor completed the Service Provider orientation training?	Yes/No
Q2. Has the contractor completed the site visitor's book?	Yes/No
Q3. Does the contractor have ID?	Yes/No
Q4. Can the contractor provide details of the work to be performed and the name of the person requesting the work??	Yes/No
Q5. Has the contractors electrical appliances been electrically safety	Yes/No
Q6. Will the contractor be using a portable Residual Current Device (i.e. RCD/Safety Switch) when using portable electrical devices?	Yes/No
Q7. Will the contractor be using a non-conductive ladder (fiberglass or timber when working where electrical hazards may exist (i.e. changing lights, accessing ceiling spaces, drilling holes into ceilings/walls or any electrical work?	Yes/No
Q8. Has the contractor MSDS's for all chemicals being used on site?	Yes/No
Q9. Has the contractor been briefed about specific hazards and conditions in the work area by the workplace manager?	Yes/No
Q10. Has the contractor identified the hazards associated with the work to be performed?	Yes/No
Signature of ANBG representative:	
Signature of Contractor:	

Issues Escalation

If the work undertaken by the contractor is:
Performed in a way that is dangerous to the contractor or people in the work area,
and/or if in your view, there is an immediate threat to people's safety you can request the contractor to stop work and the **ANBG General Manager** must be informed.

Module 3B

ANBG Environmental Conditions

ENVIRONMENTAL CONDITIONS

1. The Australian National Botanic Gardens (**ANBG**) is a Commonwealth reserve declared under the *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (**EPBC Act**) and is managed by DNP. Details of the EPBC Act can be found on the web at <http://www.environment.gov.au/epbc/index.html>. The ANBG houses the world's most comprehensive display of living Australian native plants.
2. The Contractor must observe all rules and regulations in force at the ANBG, and damage to the environment will be treated very seriously.
3. Maps of the ANBG are available at the Visitor Information Centre and the internet at <http://www.anbg.gov.au/anbg/index.html>.
4. Access is via the front entrance or as per the Project Officers direction and opening hours are 8.30am-5.00pm. Earlier access will need to go through the Project Officer.
5. The Contractor must use either the eastern or western perimeter roads for access to the ANBG. The boom gates on these roads do not require a key for operation.
6. The Contractor must comply with the speed limit in the ANBG of 20 km per hour.
7. Drivers must take special care where roads intersect footpaths, particularly as small children are frequent visitors to the ANBG.
8. The Contractor must register on each visit to the ANBG by signing the Record of Site Visits that is kept at the administration counter, 1st floor of the Administration building. Alternative signage point will be designated by the Project Officer.
9. The Contractor must not enter buildings that are not open to the public without prior approval of the DNP Representative.
10. Environmental Protection
11. The EPBC Act and *Environment Protection and Biodiversity Conservation Regulations 2000* (Cth) (**EPBC Regulations**) apply to the ANBG and penalties may apply to breaches of the EPBC Regulations.
12. Compliance with the EPBC Act and EPBC Regulations generally means
13. do not damage or remove plants (the Contractor will incur a financial penalty for unnecessary damage to plants);
14. do not bring plant material into the ANBG;
15. walk on the paths not on garden beds;
16. animals are not permitted, even in cars;
17. no fires or firearms;
18. do not feed wildlife;
19. private vehicle not allowed past the car park unless authorised;

20. take your rubbish home (there is a recycling facility in the main car park but the ANBG is a “no bin” garden).
21. In particular the Contractor must
22. not form new tracks, damage plants, cut or alter fences or services, without the prior approval of the DNP Representative;
23. not take private or work vehicles into the ANBG past the public car park without the prior approval of the DNP Representative;
24. if the DNP Representative gives approval under Item R.3.c.B, park the vehicle only on roads and not on lawns or garden beds, and park so as to allow a clear view of the vehicle and space for another vehicle to pass;
25. deliver materials only as per prior arrangement with the DNP Representative;
26. keep storage areas in a neat and tidy condition and appropriately barricaded to minimise hazards;
27. not store materials near or under plants or trees or on garden beds;
28. secure loads moving around the ANBG so as to prevent dropping of materials;
29. take all due care to prevent spillage of sump oils, lubricants & fuels, and, if a spill does occur it must be immediately reported to the DNP Representative;
30. remove materials only as per prior arrangement with the DNP Representative;
31. remove waste materials, rubbish, litter and construction waste from the ANBG;
32. not burn waste on the ANBG;
33. minimise use of heavy machinery;
34. take all reasonable steps to minimise noise and dust resulting from the Services, including fitting construction equipment with noise suppressors if practicable, not undertaking loud machinery operations near the Café between 11.00 am and 2.00 pm, and not playing loud music at any time.

OCCUPATIONAL HEALTH AND SAFETY CONDITIONS

1. The Contractor must, in conjunction with the DNP Representative, develop a safety plan, which must include the following requirements:
2. effective isolation of work sites using appropriate barriers and signage, which can be borrowed from one of the Horticultural Managers at the ANBG if necessary;
3. use of appropriate Personal Protective Equipment (**PPE**), which may include safety harnesses, safety helmets, ear plugs or muffs, safety goggles or face shields, protection against skin absorption and safety boots;
4. clothing to protect against ultraviolet light must be worn;
5. prior and comprehensive notice to the DNP Representative of interruptions to water, gas or electricity services, as well as of all maintenance and checks to the ANBG fire protection systems;
6. provision of Material Safety Data Sheets (**MSDSs**) for all hazardous materials brought onto the ANBG;

7. immediate reporting of all OH&S incidents to the DNP Representative.
8. The Contractor's Personnel must not consume alcohol or other drugs on the ANBG, nor perform Services while under the influence of alcohol or other drugs
9. When working in and around buildings, the Contractor must identify fire and emergency exits and fire evacuation assembly points. Maps are available in all buildings on the ANBG and information can be provided by the DNP Representative, building fire warden or Chief fire warden.
10. The Contractor must be familiar with the ANBG site layout, and comply with all directions from the Chief Fire Warden and his or her delegates in the case of an emergency evacuation.
11. Other considerations
12. The Contractor's Personnel must be courteous to visitors and ANBG Personnel.
13. The Contractor's Personnel must act in an appropriate and professional manner, avoiding expletives and loud conversations.
14. The Contractor's Personnel must not smoke in view of visitors to the ANBG or within buildings at the ANBG.
15. The Contractor must not do or omit to do anything that would damage the ANBG's reputation.

Signature of ANBG representative:
Signature of Contractor:

***By signing you must have read and understood all that is required in the ANBG Environmental Conditions.**