

Emergency Alarms

1. Installed in the building are Fire Extinguishers, Fire hoses, Sprinklers, Heat & Smoke Detectors, Break Glass alarms, Emergency Lighting and an Emergency Warning System.
2. The Emergency Warning System consists of speakers installed throughout the building.
3. The speakers produce two different sounds:
Alert tone (beep, beep) - PREPARE to evacuate.
Evacuation tone (whoop, whoop) - EVACUATE.

Evacuation Procedure

In the event of an emergency, the **Alert tone (beep, beep)** will sound first. This alarm is alerting the Area Wardens of an emergency situation. Upon hearing the Alert tone you will be required to do the following:

- ✓ Cease activities, make machinery safe, clear exits and pathways, unplug electrical equipment, and collect personal belongings from the immediate area and store valuables.
- ✓ Await the evacuation tone, or instructions from the Area Warden.

DO NOT EVACUATE ON AN ALERT SIGNAL UNLESS INSTRUCTED BY THE AREA WARDEN OR UNLESS YOUR PERSONAL SAFETY IS AT RISK

If an evacuation is required, the **Evacuation tone (whoop, whoop)** will be activated. Upon hearing the evacuation tone, you will be required to do the following:

- ✓ Proceed through your nearest designated Fire Exit.
- ✓ Move to a Primary Assembly Area (●) where an Assembly Warden will complete an evacuation checklist. Await further instructions from the area Warden or his/her delegate.
- ✓ **DO NOT RE-ENTER THE BUILDING UNTIL THE EMERGENCY RESPONSE**

PERSONNEL ADVISE IT IS SAFE TO DO SO. ONLY EMERGENCY VEHICLES WILL BE PERMITTED TO ENTER OR EXIT THE SITE DURING AN EMERGENCY.

Emergency Telephone Numbers

1. **CHIEF WARDEN**
Operations Manager
David Shaw - 0413 200 002
2. **AREA WARDENS**
Security - 0438 114 490
3. **HEALTH, SAFETY & ENVIR OFFICER**
David Shaw - 0413 200 002
4. **MANAGERS**
Centre Manager
Russell Shaw - 0412 577 611

Operations Manager
David Shaw - 0413 200 002

Marketing Manager
Keryn Lovatt - 0413 200 037

Operations Assistant
Jake Dwyer - 0405 186 696

SAFETY DEPENDS ON YOU!

THIS IS A NON SMOKING SITE *

* Smoking is only permitted in the areas outside the building and not within 4 metres of any entrance.

** The Management will provide information regarding restricted areas

*** Smoking is not permitted in the undercover Carpark.

SITE HEALTH, SAFETY, ENVIRONMENT & EMERGENCY PROCEDURES

Brookside Shopping Centre

Proudly managed by



WELCOME TO Brookside Shopping Centre

As a visitor or contractor to this site you are required to comply with rules and regulations set by the Workplace Health & Safety Act and the Environmental Protection Act.

Further to this, the site has WH&S, Environmental and Quality policies and procedures which ensure operations are carried out in accordance with relevant standards. Copies of these policies are displayed in Reception. If you are unsure of your obligations as a visitor or contractor, please ask to speak with the Operations Manager.

Visitor Safety Regulations

1. All visitors shall report to the Centre Management Office upon arrival and sign the visitors/contractors log book and receive a visitor's badge. The badge should be worn at all times during the visit. Visitors must be

- 2. Visitors are to provide Centre Management with mobile phone numbers for ease of contact by Centre Management.
- 3. Visitors are to sign for any site specific key/keys.
- 4. Children under the age of 15 are not permitted in restricted areas **.
- 5. Animals are not permitted on site.
- 6. Centre Management reserves the right to restrict or refuse access to the Centre to persons failing to reasonably comply with the requirements of the Workplace Health and Safety Act and Regulations.
- 7. All traffic signs must be adhered to at all times

SAFETY FOOTWEAR MUST BE WORN IN ALL WORK AREAS EXCLUDING THE ADMINISTRATION OFFICES.

HEARING PROTECTION MUST BE WORN AS REQUIRED

- Park in the contractors car park or as directed by Centre Management or Security.
- First Aid personnel & facilities are available on site at all times. All incidents, accidents, near misses and hazards must be recorded on an Incident Report Form.
- Do not remove any DANGER tags or access tape unless you were the person who placed it.
- No welding, grinding, cutting or other hot work shall commence on site without a hot work permit.
- No person shall enter any confined space without training and a confined space entry permit. A copy of the confined space permit is to be provided to the Operations Manager.
- All electrical equipment brought onto site must be double insulated and tagged and tested. An ELCB (safety pack) must be used for all work ensuring cords and equipment are not subject to damage or exposed to water or mechanical damage.
- Do not use any product which may cause odours that irritate.
- Do not perform noisy works during core trading hours.
- Check asbestos register before commencing works.

- Be in possession of an appropriate license for access equipment.
- Do not obstruct passageways or access ways.
- Do not use shopping trolleys for the transportation of trade equipment.
- Do not use ladders in common areas during core trading hours.
- Do not flush oil, solvent, wash water or residues down storm water drains.
- Notify the Operations Manager of any spill.
- Contain and clean up spills using spill kits.
- All replacement costs for spill kits utilized by visitors shall be invoiced to the visitor.

Visitors Environmental Regulations

- Notify Centre Management of any spills or activities that negatively impact on the environment.

'Retail First' WH&S Policy

'Retail First' is committed to safety and to efficiently manage Brookside in an environmentally responsible manner.

We recognize that to achieve this goal we need the positive involvement of all levels of management and the active participation and support of visitors, employees, staff and contractors.

Our aim is to safeguard the health and safety of all employees, contractors and visitors.

To this end we will:

- Identify hazards and assess foreseeable risks and implement appropriate controls or remedial action;
- Create and maintain safe workplaces and safe working environments;
- Develop and implement safe working practices and procedures that aim to ensure, as a minimum, compliance with legal and company standards;
- Provide adequate information, training and supervision;
- Provide for employee consultation for incident prevention;
- Conduct systematic audits to support continuous improvement; and

- Provide rehabilitation assistance to our staff to encourage a safe and timely return to work for injured employees.

We will remain committed to eliminating incidents that result in injury or occupational illness. All contractors will be required to implement practices consistent with this Policy and Guidelines for Managing Workplace Health and Safety.

**Primary Assembly Area
outside in the car park**

