



Work Health and Safety Induction Handbook

Version 1.0

January 2019

1 Scope

This Work Health and Safety Induction Handbook applies to all Customers, Contractors, Subcontractors and their employees, engaged by ASX or their Customers to undertake work at ASX premises. For the purpose of the handbook, the above person/s will be known as a 'Worker'.

2 Introduction

All Workers are required to complete an induction before conducting work at ASX premises. The aim of this induction is to:

- Outline the standards of professional conduct required of Workers working in our premises
- Outline ASX's Work Health and Safety (WHS) policies and procedures
- Ensure that Workers are aware of the applicable security and operational policies and procedures
- Provide information on specific safety and environmental hazards

All persons accessing the premise must comply with ASX's policies and procedures, governing operational processes and standards of professional conduct including, without limitation, regulations relating to workplace health and safety and security. Failure to do so may result in immediate removal from the premise, restrictions being placed on future entry, or permanent revocation of access.

3 Conditions of entry

All Workers must firstly report to Security or in the case of Bridge Street the Dock Master and sign the In/Out Register on each entry and exit.

Workers attending the facility for the first time will be required to undergo an ASX's WHS induction prior to commencing any work on site. Failure to do so will mean access to the premises will not be granted.



Important: Contractor induction is renewed annually

4 General information and expected conduct

The following code of conduct outlines the standard of behaviour required by Workers at all ASX premises.

4.1 Alcohol and Other Drugs

The risk level related to hazards at a workplace can be significantly increased by alcohol and other drugs. Workers will not use or be under the influence of alcohol or illegal drugs.

4.2 Confidentiality

It is our expectation that Workers will respect the confidentiality of information obtained in the course of employment or associated work for ASX.

4.3 Photography

No photography is permitted within our premises. Cameras, video and tape recorders are prohibited. Please contact the ASX Facility Manager if you require photographs to be taken on-site.

4.4 Quality focus

ASX expects that work undertaken within our premises meets a specific level of quality. You are responsible for ensuring that:

- You follow the correct procedure/job specification
- You use the right tools and material/s
- You inspect your own work
- You record your inspections
- The work you complete is fit for purpose

4.5 Air quality

Workers must take all practicable precautions to minimise changes to indoor air quality. Air quality can be affected, for example by dust or paint fumes, and should be limited to after hours or weekend operations with approval from the ASX Facility Manager.

4.6 Prohibited behaviour

Offensive behaviour is expressly prohibited and includes:

- All behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, disability, sexual orientation, transgender status, or marital status
- Behaviour such as whistling, unsolicited remarks of a sexual nature and swearing
- Course and abusive language

4.7 Prohibited items

Prohibited items include, but are not limited to, the following:

- Explosives
- Flammable liquids and gasses
- Weapons

4.8 Smoke free environment

ASX has an established '[no smoking policy](#)'. Smoking of tobacco products, personal vaporisers or any other substance is strictly prohibited on all ASX premises.

4.9 Food and drink

The consumption of food and drink outside designated kitchen areas is prohibited. No food or drink is allowed inside the data hall.

4.10 Noise control

Workers must take all practicable precautions to minimise noise. Any works, which will cause significant disruption to operations is deemed to be “noisy works” and as such will be required to occur outside of business hours. Noisy works are not to commence without the permission of an ASX Facility Manager.

4.11 Use of facilities

Workers are not to use ASX kitchens, telephones, computers or other facilities, without permission of an ASX Facility Manager.

4.12 Waste

Workers are to remove and dispose of all waste generated by work performed on-site. ASX or building management rubbish bins are not to be used. Contaminated rubbish, including hazardous waste, is to be disposed of in accordance with statutory requirements.

4.13 Equipment storage

Unless prior permission has been obtained from the ASX Facility Manager or the Data Centre support team, all customer equipment must be stored within the customer's allocated rack space.

4.14 Reporting damage

The ASX Facility Manager or the Data Centre support team must be notified immediately in the event that a Worker causes damage to ASX property or equipment.

4.15 Electrical works

Prior to the commencement of any electrical work on an ASX worksite, all electrical Workers are to provide documentary evidence of a current Electrical licence as well as licences held by the Workers employees to an ASX Facility Manager.

All Workers carrying out electrical work must comply strictly with part 4.7 of the WHS Regulation 2011 – General electrical safety in workplaces and energised electrical work.

Workers engaged to carry out work on high voltage installations must possess a High Voltage Operators Certificate, issued from an energy supply authority and must undergo specific induction by ASX Data Centre personnel.

4.16 Portable electrical equipment

All portable electrical equipment is to be tested and tagged by a licensed tester to Australian Standard AS3760: In service safety inspection and testing of electrical equipment. Non-tagged equipment must not be used.

All extension leads are to be in good condition and only used up to lengths of 30 metres. Electrical leads are to be elevated above ground level where wet ground or other hazards exist. Residual current devices (earth leakage protectors) are to be used where required.

4.17 Working at heights

All scaffolding equipment must conform to the requirements outlined in the respective legislation and AS1576: Scaffolding.

Ladders may only be used as a means of access or egress and only to perform light work. All portable ladders used on-site must comply with Australian Standard AS1892: Portable Ladders and must be made of mostly fibreglass construction. Full metal ladders are prohibited.

Where elevated work is undertaken the area of work below shall be suitably fenced/roped off. Signs reading “Danger Work Overhead” shall be in place. A spotter will be in place and the employees will have their appropriate working at heights qualification.



Important: Only fibreglass ladders are to be used on ASX premises

4.18 Isolating work areas

Work areas should be temporarily isolated using appropriate controls to prevent unauthorised access. Control methods that should be considered include:

- Barricades
- Hoarding
- signage, and
- other markers

5 Restricted access areas

Workers shall not enter restricted access areas until they have reported to the Level 1 Flight Deck. Restricted access areas at ASX include but are not limited to:

- Data centres
- Server and telecom rooms
- High voltage areas

Workers observed accessing, or attempting to access, areas they are not authorised to access will have their access to the facility revoked immediately. This includes attempts to access racks and/or cages inside the Data Centre.

6 Work Health and Safety

In accordance with the Work Health and Safety Act 2011, ASX is committed to ensuring, so far as is reasonably practicable, the health and safety of its Workers and that the health and safety of other persons (e.g. employees and visitors) are not put at risk from our operations. This is achieved by:

- Providing and maintaining a healthy and safe work environment through the implementation of safe work practices, safe systems of work and the provision of safe plant and equipment;
- Ensuring that workplaces under the control of ASX are safe, without risk to health, and have safe means of access and egress;
- Routine consultation in order to maintain effective and co-operative relationships between ASX and its workers, and with other duty holders, on health and safety matters in the workplace; and
- Reviewing, through appropriate mechanisms, the effectiveness of the safety measures taken.

6.1 ASX responsibilities

As a Person Conducting a Business or Undertaking (PCBU), it is ASX's responsibility to:

- Ensure the health and safety of its workers and others in our workplace
- Ensure the health and safety of other persons is not put at risk from work carried out as part of its operations
- Provide and maintain a work environment that is without risks to health and safety
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use, handling and storage of plant, structures and substances
- Provide adequate facilities for the welfare of workers
- Provide information, training, instruction and supervision
- Monitor the health of workers and the conditions of our workplaces

6.2 Workers responsibilities

"Workers" are required to:

- Comply with the requirements of the Work Health and Safety Act 2011;
- Have in place any work health and safety policies and programs required under State or Territory safety legislation;
- Consult with ASX about safety matters and comply with policies; and
- Work safely and to include the safety of ASX staff and visitors in their safety plans. If any staff member believes that a Worker may be engaging in an unsafe work practice, they are required to report this issue to their manager.
- Follow SWMS and procedures
- Wear Personal Protective Equipment (PPE) (gloves, safety glasses etc.)
- Keep work area clean
- Know and follow emergency and evacuation procedures

6.3 Accident / incident reporting

You must report all workplace injuries and illness to Security or ASX Facility Manager immediately. All incidents must be reported using an Accident/Incident Notification form, no matter how minor or insignificant you may consider them to be.

Near misses are often indicative of an uncontrolled hazard, and if it has happened to you there is a chance that it will happen to someone else.

If you become aware of a situation which in your opinion is dangerous, or has the potential to cause harm, you must report it to the ASX Facility Manager.

An Accident/Incident Notification Form can be obtained from the ASX Facility Manager.

6.4 Hazardous substances

Workers are not permitted to bring hazardous substances into our premises without prior approval from the ASX Facility Manager. Hazardous substances refers to any product or chemical that has properties that are explosive, flammable, oxidising or corrosive which pose a health risk when people are exposed to them. These may include glues, paints, solvents, corrosives, adhesives, thinners and cleaning solutions.

If you need to use hazardous substances, the ASX Facility Manager will ensure that there are suitable controls in place and an appropriate Safety Data Sheet (SDS) is provided. Before using any chemical for the first time you must carefully read the label and consult the SDS.

A Hazardous Chemical Register of all dangerous substances used in our premises is available from the ASX Facility Manager upon request.

6.5 Manual handling

Workers shall identify, assess and control the risks associated with manual handling. Manual handling control measures may include task modification, mechanical handling devices or rotation of employees. Controls for manual handling risks should be in accordance with WorkSafe Code of Practice – Manual Handling.

6.6 Personal protective equipment

Employers shall supply their Workers with all appropriate personal protective equipment (PPE) (e.g. hard hats, safety boots, gloves, glasses and clothing) and shall ensure that their employees use it correctly, as required by applicable legislation and codes of practice.

7 Fire Safety

Each of our premises has a combination of fire protection and detection systems including:

- Standard smoke detectors and Very Early Smoke Detection Apparatus (VESDA) system
- General fire alarms and signage

- Fire hose reels (near all exits)
- Dry chemical and CO2 Fire extinguishers
- Manual break glass alarm points
- Argonite™ gas fire suppression

Evacuation diagrams displayed in common areas show the layout of the building, location fire equipment, exits, assembly areas and egress routes. All diagrams are oriented with a “You are Here” sign to ensure ease of use and basic procedures to enable fast and effective evacuation.

7.1 Fire alarm isolation

There are instances when fire alarm systems are required to be isolated to in order to prevent the risk of a false discharge of the gas suppression system or a false alarm signal to the fire department. These works can include, but are not limited to, the following:

- Any hot work (welding, soldering, drilling etc.)
- Any dusty work (drilling etc.)
- Cleaning dust from equipment brought into the facility.

To isolate fire protection systems contact ASX Facility Manager, Data Centre support team or Security.

7.2 Emergency procedures

It is your responsibility to familiarise yourself with the emergency evacuation procedures at each of our premises. Evacuation diagrams, which include evacuation procedures are available from Security. In addition evacuation diagrams are displayed in all ASX premises describing the Emergency Evacuation Procedures. This signage contains information on assembly points and contact numbers in case of an emergency.

In the event of a fire, you will be instructed by a fire warden who will follow the fire evacuation procedures.



Important: Please refer to Appendix 1: the Building Evacuation Procedures and Appendix 2: Manual Call Point Guide

8 Security

8.1 General overview

For safety and security reasons, access to our premises requires strict adherence to the security policies and procedures outlined in the sections that follow.

Adherence to these policies and procedures not only protects the safety of all ASX personnel and visitors, but also ensures that the security of our facilities is not compromised.

8.2 Security awareness

Security awareness plays a key role in security enforcement and we encourage all visitors to our facilities to question any suspicious activities or behaviour they witness. If you witness anything unusual or suspicious (someone without their proximity card, for example) please report it to Security immediately.

8.3 Access Security Cards

All Access Security Cards (ASC) are kept on-site at all times. The ASC issued remains the property of ASX and the holder is required to return the ASC upon request, before leaving the premise.

ASC's are not transferrable and are not to be used by another party under any circumstances. All persons accessing our premises are responsible for the ASC issued to them. In the event that your ASC is lost, misplaced, or stolen, you must notify Security immediately.



Important: You must display your access security card on you at all times

9 Access requirements

9.1 General

Workers at ASX premises must ensure they meet the necessary site access requirements depending on the type of work to be undertaken. This may require additional induction and training in the Permit to Work, and other specific risk processes used ASX sites.

9.2 Data Centre restrictions

Workers attending an ASX Data Centre must comply with these requirements:

1. Must submit a Data Centre Access Request before each visit to the premises
2. Be enrolled into the ASX's biometric security system.
3. Must report to the Level 1 Flight Deck before commencing work



Important: Customers are required to complete a Data Centre Access Request via the ASX online customer portal on behalf of all contractors and third party support personnel who require access to their cabinet(s).

9.3 Data Centre environment

ASX is committed to achieving a high standard of environmental management through monitoring, identifying, evaluating and controlling environmental risks. Customers visiting ASX's Data Centres are not permitted to introduce any foreign substances, dust or waste.



ASX's Data Centres contain equipment that is sensitive to a range of environmental factors and it is for this reason that you must adhere to the following restrictions at all times:

- All tools and materials must be unpacked outside the Data Centre area.
- You must follow anti-static precautions at all times.
- You must wear safety glasses when working with optical fibre or any other material that has the potential to be an eye hazard.

9.4 Permit to work

"Safety First" as an applied principle ensures that hazardous situations are eliminated. However, it is not always possible to achieve this. Therefore, whenever it is necessary for work to be carried out in any hazardous situations, a permit must be used. Types of permits that are required to be utilised prior to any associated works commencing on-site are:

- Hot Work Permit
- Confined Space Permit
- Working at a Height Permit

Permits can be obtained from ASX Facility Manager or Security.

9.4.1 Hot work permit

Hot work, including welding, thermal or oxygen cutting or heating and other related heat or spark producing operations, are not to take place in any building area without a Hot Work Permit.

9.4.2 Confined space permit

Workers are required to complete a Confined Space Permit whenever entry to or activity in a confined space is required.

9.4.3 Working at height permit

A Working at Height Permit must be completed for any activities that involve the following:

- Work is to be conducted on an unprotected platform where the risk of falling 2 metres or more from one level to another
- Work is to be conducted within 2 metres of an opening where someone could fall 2 metres or more e.g. holes between floors
- Fall arrest equipment is being used as a principle means of control
- Scaffolding is being erected or dismantled
- Work is to be conducted in an elevated work platform above the height of 2 metres

9.5 Licences, certificate, qualifications and insurances

The Worker will provide to ASX, prior to the commencement of the work, copies of:

- Relevant licences, certificates and qualifications Current insurance certificates for:
 - Public Liability Insurance's of no less than twenty million dollars (\$20,000,000.00)
 - Workers Compensation
- Other records as required by ASX relevant to the work and management of WHS and legal obligations (e.g. mobile plant/machinery service records and Safety Data Sheets for chemicals).

9.6 Safe Work Method Statements

Safe Work Method Statements (SWMS) must be completed for all works whilst on ASX premises. The aim of a SWMS is to:

- describe the activity or task to be undertaken
- identify the resources, manpower and skills associated with the task
- assess and select control measures (as appropriate)
- systematically plan the activity so it can be completed efficiently and effectively

The Worker that is carrying out the work must ensure that:

- They have read and signed the SWMS
- The arrangements are in place so that the work is undertaken in accordance with the SWMS
- If the work is not being conducted in accordance with the SWMS that it is stopped immediately and only resumes in accordance with the SWMS






Appendix 1: Building evacuation procedures

ALC - Emergency Response Information





November 2018

Security 9227 0459 (x7459) **Employee Hotline** 1300 360 210 (Recorded Message)

Emergency Services 000 (Police, Fire, Ambulance) **Sydney Hospital** 9926 7111 (Reserve Rd)

Raise the Alarm	Alert	Evacuate	Evacuation Assembly Area
<p>Upon noticing a dangerous situation, raise the alarm by:</p> <div style="background-color: #c00000; color: white; padding: 10px; text-align: center; margin-bottom: 10px;"> <p>PRESSING THE MANUAL CALL POINT</p>  <p>FIRE</p> <p>EMERGENCY GLASS PULL HERE</p> <p>This will activate the EWIS, Security and the Fire Brigade will be notified</p> </div> <div style="background-color: #c00000; color: white; padding: 10px; text-align: center;"> <p>CALLING</p>  <p>Security x7459 Emergency Services 000</p> </div>	<p>Upon hearing the alert tone "Beep Beep" signal</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <ol style="list-style-type: none"> 1. Check the area for fire, smoke or any other abnormal situation 2. Follow warden instructions 3. Conduct business and personal pre-evacuation tasks (e.g. save and secure documents, log off systems, gather wallet/purse, mobile phone and laptop) 4. Review evacuation route 5. Commence evacuation, if there is immediate threat to safety or life 	<p>Upon hearing the evacuation tone "Whoop Whoop" signal</p> <div style="text-align: center; margin-bottom: 10px;">  </div> <ol style="list-style-type: none"> 1. Follow warden instructions 2. Proceed calmly to exits 3. Lead visitors to the nearest assembly area 4. Account for your team, report if anyone is missing or requiring first aid to your GM or GE 5. Remain at the assembly area until notified by the Crisis Management Team, Assembly Warden or Emergency Services 	<p>Broadcast way footpath near the bus stop</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">  <p style="text-align: center;">AT THE ASSEMBLY AREA</p> <ul style="list-style-type: none"> ■ Keep all people together at the Assembly Area. ■ Check in with the Chief Warden. Report any missing people. ■ Remain at the Assembly Area until the "all clear" is given by Emergency Services. </div>

Appendix 2: Manual call point guide

FITTING	DESCRIPTION	WHEN TO USE
	<p>Emergency Door Release</p> <p>Depressing the Emergency Door Release allows the access control to be overridden for emergency egress. Operation of the Emergency Door Release DOES NOT activate the buildings Emergency Warning and Intercommunication System (EWIS) or contact the Fire Brigade.</p>	<p>Use in ANY emergency to open access control doors when the normal release device fails</p>
	<p>Emergency Alarm</p> <p>Depressing the Emergency Alarm activates the building's Emergency Warning and Intercommunication System (EWIS) to initiate an evacuation of the building. The Fire Brigade will NOT be contacted.</p>	<p>Use in ANY emergency other than fire e.g. external threat</p>
	<p>Fire Alarm</p> <p>Depressing the Fire Alarm activates the building's Emergency Warning and Intercommunication System (EWIS) to initiate an evacuation of the building. The Fire Brigade will be contacted and will respond to the building.</p>	<p>Use ONLY in a fire emergency</p>
	<p>Extinguishant Release</p> <p>Manually triggering (lifting the safety flap and depressing the Extinguishant Release) will instantaneously DISCHARGE GAS SUPPRESSANT for the nominated risk area and trigger automatic EVACUATION on EWIS. The Fire Brigade will be contacted and will respond to the building.</p>	<p>Use ONLY in a fire emergency for areas protected by gas (Colo area, ASX data room, telco, DRUPS and Switch rooms)</p>