

Our reference: **CHSFOI24-25.27**

Dear [REDACTED]

DECISION ON YOUR ACCESS APPLICATION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (FOI Act), received by Canberra Health Service (CHS) on Monday 30 March, and rescope received **Monday 7 April 2025**.

This application requested access to:

'Accordingly, I would seek to limit the scope of my request as follows:

- the statement of requirements pertaining to the contract, where related to WHS obligations;*
- the tender assessment / evaluation report or records for the contract, where related to WHS obligations;*
- the contractors WHS plan for the contract and any record of review and/or approval;*
- the contractors SWMS for the work on date of the incident;*
- any correspondence or records held by CHS FM group/branch relating to the review of the above SWMS, including any related correspondence with the clinical staff in the ward;*
- all CHS FM group/branch correspondence or records related to the incident; and*
- all records relating to Asbestos Containing Materials, in the vicinity of Ward 10A, Room 5.'*

I am an Information Officer appointed by the Chief Executive Officer of Canberra Health Services (CHS) under section 18 of the FOI Act to deal with access applications made under Part 5 of the Act. CHS was required to provide a decision on your access application by **Monday 16 June 2025**.

I have identified **13** documents holding the information within scope of your access application. These are outlined in the schedule of documents included at [Attachment A](#) to this decision letter.

Decisions

I have decided to:

- grant full access to four documents;
- grant partial access to four documents; and
- refuse access to five documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as [Attachment B](#) to this letter.

In reaching my access decision, I have taken the following into account:

- The FOI Act;
- The contents of the documents that fall within the scope of your request;
- The views of relevant third parties; and
- The *Human Rights Act 2004*.

Full Access

I have decided to grant full access to the documents at references 1-2, 4 and 6.

Partial Access

I have decided to grant partial access to the documents at references 3, 5 and 7-8. These documents contain information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in Section 17 of the FOI Act.

Documents at references 3, 5 and 7-8 are partially comprised of information containing personal information, being mobile numbers of ACT-Government employees and the names and contact information of non-ACT Government employees.

The document at reference 3 is also partially comprised of information which may prejudice the business affairs of an agency.

Refuse Access

I have decided to refuse access to the documents at references 9-13.

The document at reference 9 is comprised of information would endanger the security of a building and it is taken to be contrary to the public interest to release under Schedule 1.14(h) of the FOI Act.

Documents at references 9-13 are partially comprised of information containing personal information, being mobile numbers of ACT-Government employees and the names and contact information of non-ACT Government employees. These documents are also comprised of information that would prejudice trade secrets and business affairs of an agency.

Documents at references 9-12 are partially comprised of information that would prejudice the competitive commercial activities of an agency.

Public Interest Factors Favouring Disclosure

The following factors were considered relevant in favour of the disclosure of the documents:

- Schedule 2, 2.1 (a)(i) promote open discussion of public affairs and enhance the government's accountability; and
- Schedule 2, 2.1 (a)(xi) reveal environmental or health risks or measures relating to public health and safety.

Public Interest Factors Favouring Non-Disclosure

The following factors were considered relevant in favour of the non-disclosure of the documents:

- Schedule 2, 2.2 (a)(ii) prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*; and
- Schedule 2, 2.2(a)(xi) prejudice trade secrets, business affairs or research of an agency or person; and
- Schedule 2, 2.2(a)(xiii) prejudice the competitive commercial activities of an agency.

On balance, the factors favouring disclosure did not outweigh the factor favouring non-disclosure as the redacted information under the test set out in section 17 of the Act. Therefore, I determined the information identified is contrary to the public interest and I have decided not to disclose this information.

Charges

Processing charges are not applicable to this request.

Disclosure Log

Under section 28 of the FOI Act, CHS maintains an online record of access applications called a disclosure log. The scope of your access application, my decision and documents released to you will be published in the disclosure log not less than three days but not more than 10 days after the date of this decision. Your personal contact details will not be published.

<https://www.health.act.gov.au/about-our-health-system/freedom-information/disclosure-log>.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ACTFOI@ombudsman.gov.au
Website: ombudsman.act.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Allara House
15 Constitution Avenue
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Further assistance

Should you have any queries in relation to your request, please do not hesitate to contact the FOI Coordinator on (02) 5124 9831 or email HealthFOI@act.gov.au.

Yours sincerely



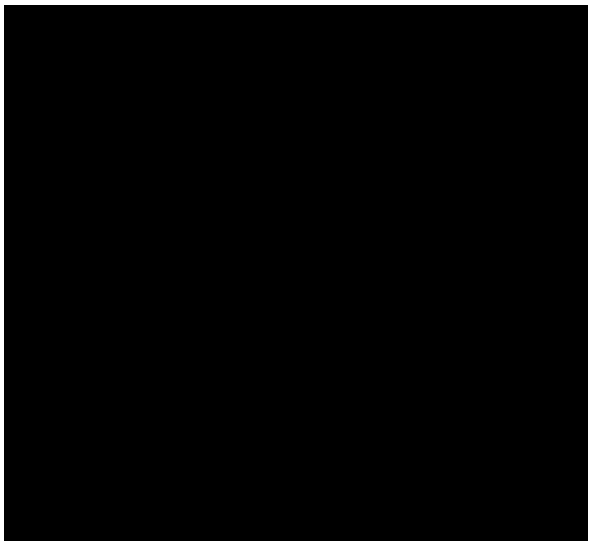
Chris Tarbuck
Executive Group Manager
Infrastructure and Health Support Services
Canberra Health Services
16 June 2025

FREEDOM OF INFORMATION SCHEDULE OF DOCUMENTS

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: <http://www.health.act.gov.au/public-information/consumers/freedom-information>

APPLICANT NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	FILE NUMBER
	<i>Accordingly, I would seek to limit the scope of my request as follows:</i> <i>- the statement of requirements pertaining to the contract, where related to WHS obligations;</i> <i>- the tender assessment / evaluation report or records for the contract, where related to WHS obligations;</i> <i>- the contractors WHS plan for the contract and any record of review and/or approval;</i> <i>- the contractors SWMS for the work on date of the incident;</i> <i>- any correspondence or records held by CHS FM group/branch relating to the review of the above SWMS, including any related correspondence with the clinical staff in the ward;</i> <i>- all CHS FM group/branch correspondence or records related to the incident; and</i> <i>- all records relating to Asbestos Containing Materials, in the vicinity of Ward 10A, Room 5.</i>	CHSFOI24-25.27

Ref Number	Page Number	Description	Date	Status Decision	Factor	Open Access release status
1.	01 - 10	Scope of Services- 110v EML System Removal safety related	N/A	Full Release		YES
2.	11	HIT Panel RFQ - 110v EML System Removal - Safety Related	N/A	Full Release		YES
3.	12 - 21	110V Emergency Light Upgrade - Disturbance and/or Interference with Services, Safety, or Traffic form	03 March 2025	Partial Release	Schedule 2, 2.2 (a)(ii) Privacy Schedule 2, 2.2(a)(xi) Business Affairs	YES
4.	22 - 23	Review and Endorsement Summary - Disturbance and/or Interference with Services, Safety, or Traffic	03 March 2025	Full Release		YES
5.	21 - 32	Email - Re Infrastructure Concern - [REDACTED] - Ward 10A Canberra Hospital	Multiple	Partial Release	Schedule 2, 2.2 (a)(ii) Privacy	YES
6.	33 - 36	110v Emergency Lighting - Safe Work Management Plan Review	26 March 2025	Full Release		YES
7.	37 - 41	Removal of 110v DC Switchboard Ward 3B Task Observation Conducted by the Safety and Risk Team.	14 March 2025	Partial Release	Schedule 2, 2.2 (a)(ii) Privacy	YES
8.	41 - 43	Riskman report 1392764	14 March 2025	Partial Release	Schedule 2, 2.2 (a)(ii) Privacy	YES
9.	N/A	TCH Building 1 Level 10 ACM and Hazardous Materials Locations	01 February 2024	Refuse Release	Schedule 1.14(h) Security	NO
10.	N/A	110V Emergency Lighting Upgrade - Health & Safety Management Plan	17 December 2024	Refuse Release	Schedule 2, 2.2 (a)(ii) Privacy Schedule 2, 2.2 (a)(xi) Business Affairs Schedule 2, 2.2 (a)(xiii) Commercial Activities	NO

11.	N/A	Replacement Of 110v Emergency Lighting - Safe Work Method Statement	N/A	Refuse Release	Schedule 2, 2.2 (a)(ii) Privacy Schedule 2, 2.2 (a)(xi) Business Affairs Schedule 2, 2.2 (a)(xiii) Commercial Activities	NO
12.	N/A	Toolbox Meeting	21 March 2025	Refuse Release	Schedule 2, 2.2 (a)(ii) Privacy Schedule 2, 2.2 (a)(xi) Business Affairs Schedule 2, 2.2 (a)(xiii) Commercial Activities	NO
13.	N/A	110v Emergency Lighting - Staff consultation records for works post incident	Multiple	Refuse Release	Schedule 2, 2.2 (a)(ii) Privacy Schedule 2, 2.2 (a)(xi) Business Affairs	NO
Total Number of Documents						
13						

6. Contractor Submission and Engagement

Respondents are to complete the RFQ and provide a response that meets all criteria outlined in Sections A-E of the RFQ. A contractor's proposal may be deemed non-conforming and not considered by CHS if the contractor fails to supply adequate information to enable CHS to undertake a review of the assessable criteria.

Alternate submissions can be submitted if the alternative is at least equal in quality and similar in design to the item/s specified in the Scope of Services.

An alternate proposal will be considered only if a compliant tender submission is provided alongside the alternate proposal.

Responses to this are due: **14/11/2024 at 2:00pm. All responses are to be sent to CHS.FMtenders@act.gov.au**

7. Expected Deliverables

As part of this engagement, following contract award, CHS expects the following requirements to be met:

- Detailed project delivery program (updated from tender program)
- Attendance at meetings, including but not limited to:
 - Initial Start-up meeting;
 - Fortnightly project meetings during construction;
 - WHS site inspections;
 - Witness testing/commissioning meeting;
 - Pre-handover defects meeting;
 - Handover Meeting.
- Development of any shop drawings for approval prior to fabrication
- Submission of all handover documents prior to acceptance of handover. Handover documentation requirements are to be discussed and agreed at the start up meeting.

8. Communications

- All communication relating to the project is to go through the Minor Works Team (MWT) PM. The contractor is advised not to take direction from stakeholders outside of the MWT Project Manager.
- Lines of communication to be discussed and agreed at the start up meetings.

9. Compliance and Quality of Works

CHS expects that all works will comply with relevant industry standards and CHS Facilities Management (FM) specifications and standards where applicable. These include, but are not limited to:

- ACT Building Regulations;
- Australian Standards;
- Building Code of Australia (BCA);
- Australasian Health Facilities Guidelines (AHFG)
- Municipal Infrastructure Technical Specifications (MITS); and
- FM Standard Inclusions.

The following FM Standard Inclusions are provided as Appendix documents. These specifications must be followed when delivering the works. FM may approve deviations; however, these need to be documented and agreed with CHS prior to any works progressing on the departures register.

- CHS FM Mandatory Engagement SOP;
- CHS Architectural Standard Inclusions;
- CHS Electrical Standard Inclusions;
- CHS - Lighting Control Specification;
- CHS Fire Protection Services Standard Inclusions;
- CHS Hydraulics Standards Inclusions;
- CHS Mechanical Standard Inclusions;
- CHS OMM Manual Template;
- CHS Standard for Project Documentation;
- CHS Flooring Standard Inclusions;
- CHS Numbering and Naming Convention;
- CHS Security Specifications;
- WHS and Risk Specifications;
- IPCU Requirements; and
- Surface Scanning Policy.

If you require further information or clarification regarding any of the above documents, please contact the MWT PM as part of the RFQ process.

10. Workplace Health and Safety (WHS)

a. Contractors Performance in Relation to WHS

- The Contractors adherence to WHS legislation, policies and guidelines will be monitored throughout the project.
- Safe delivery of the works is a key KPI for the project. Breaches of WHS legislation, policies and guidelines by the contractor will be dealt with in accordance with Schedule 5 of the HIT Panel Deed. Depending on the nature and severity of the incident a negative report may be issued immediately to the contractor, as per the terms of conditions of the HIT Panel Deed.

b. Principal Contractor

- If successful, and the contract value exceeds \$250,000 the respondent will be appointed the role as principal contractor for delivery of the works. If appointed the contractor must provide a project specific Safety Management Plan (SMP), including a project specific risk register, 2 weeks prior to commencing works on site. The 2-week timeframe is to ensure CHS has adequate time to review prior to works commencing.
- The SMP must be reviewed by CHS prior to any works commencing on site.

c. WHS Inspections

a. Site Inspections

- Random inspections may be carried out during construction either by your Health Project Representative (HPR), Workplace Safety or the Infrastructure & Health Support Services (I&HSS) Risk and Safety team.
- For larger projects, regular site inspections will be undertaken and a 'visit report' completed and sent to the HPR and Site Manager.

d. Active Certification

- In accordance with the ACT WHS Active Certification Policy Active Certification will be undertaken on construction projects where the value exceeds \$250,000.
- The cost for the consultant to undertake Active Certification will be paid for by CHS. If there are items that are identified by the consultant during the first review, which require a second meeting and further review, this cost will be paid for by the contractor.
- No variation will be approved by CHS to contractors for any of their administration time required to be involved in the Active Certification process.

e. **Additional Safety Requirements**

- The Contractor will be required to comply with all directions given by CHS with regard to Fire, Safety and Security, when required; and
- If requested provide evidence of an induction to site for all sub-contractors new to site.

11. Site Establishment Activities

a. Inductions

- The contractor's nominated staff, including any subcontractors who will work on the project must have completed the CHS induction before the commencement of any works.
- Inductions are managed through an online process, an information form with a step by step process on how contractors can undertake the CHS induction is provided at Appendix B.
- Any contractors/subcontractors found working on site without being inducted will be removed from site.
- Breaches of this induction policy will be dealt with in accordance with Schedule 5 of the HIT Panel Deed. Where contractors are found to be working on site without undertaking the induction course, or without appropriate qualifications, a negative report may be issued immediately to the contractor, as per the terms and conditions of the HIT Panel Deed.

b. Disturbance or Interference with Services Safety or Traffic (DISST)

The successful contractor will need to meet the following requirements throughout the project:

- It is a requirement that DISST forms be completed prior to any works including isolation or interruption to services.
- Where DISST forms are required, the successful contractor is required to complete and submit the DISST form and attend the DISST meetings.
- DISST meetings are held each Tuesday at 2:00pm and are electronic for all to attend.
- The DISST forms must be completed and provided in accordance with the timeframes outlined on the DISST form.
- All DISST forms are to be submitted to the CHS PM the Thursday before the scheduled DISST forum enabling it to be lodged.
- DISST forms can be obtained from the CHS PM.
- The endorsed DISST must be part of the site documents and presented to CHS if requested during any site inspections.

b. Safe Work Method Statements (SWMS)

Persons conducting a business or undertaking in relation to the 18 high risk construction work activities defined in the WHS Regulation 2011 must complete a SWMS. A SWMS is not required for 'work of a minor nature'. The WHS (Construction Work Code of Practice) Approval 2014 outlines the requirements for SWMS.

The successful contractor will need to provide SWMS prior to commencement of any high-risk construction works including isolations and or shutdowns. These are to be provided as part of the DISST process.

c. Modifications to Fire Services

- Isolations
 - CHS expect that any isolation of fire services required during any works are included in the DISST application process and are undertaken at the expense of the contractor.
 - Any failures to isolate fire services that result in an activation of the fire system will receive a \$1,300 invoice for activation.
- Fire Protection Equipment Impairment Notice Form.
 - This form is to be completed when any sprinkler system, sprinkler water supply, fire indicator panel or other fire protection equipment is impaired or shut down for any period longer than 8 hours. This form is to be completed and attached to the DISST form. For access to the form please contact the MWT PM.
- Unsealed fire penetrations.
 - Unsealed fire penetrations have been found across the CH Campus. If unsealed penetrations are identified during the project, please notify the MWT PM for further instructions.

d. Permits to Work

'Permits to work' may be required prior to undertaking certain works. These include, but are not limited to:

- Hot Works;
- Working on or near a live electrics;
- Confined Space; and
- Heights.

Where permits are required, these permits are to be completed and attached to the DISST form and are to be completed at the cost of the contractor. These forms can be obtained from the relevant Project Manager

e. Keys/access control

- Keys can be signed out through trakka cabinet system. Any contractor that requires keys must first be inducted through the online CHS induction. You will require keys to access the following:
 - Access plant rooms;
 - Switch boards;
 - Distribution boards; and
 - Roof tops.
 - Swipe cards access to be coordinate with the MWT PM.
- Construction lock/cylinder
- If the project works requires the installation of construction locks and or construction cylinders a spare key will need to be provided to CH Security and the MWT PM.

f. Hoarding & Signage

- If the project works requires construction hording, a hording plan will need to be developed and approved through the DISST process and inspected prior to the commencement of any works. Unless otherwise instructed, hoarding is to be timber or steel frame with white melamine sheeting that is to be fixed using button head screws. Hoarding should be properly sealed right up to the slab, not just the ceiling and to the floor and around all services to prevent air leakage. All hoarding should be as airtight as possible. All sheet joints are to be sealed with white Gaffa tape or similar. Duct tape is not to be used for any sealing of joints.
- Contractors are to allow for supply and erection of hoarding as part of their contract price.
- CHS expects the contractor will provide and install any construction signage required to meet Government legislation and WHS policies.
- CHS may provide the contractor with additional site signage that needs to be erected.
- It is expected that mesh will be erected on any external site compound. CHS will provide the contractor with the site mesh and it is to be erected by the contractor. Allowance for erection of site mesh needs to be allowed for in the contract price.

g. Rubbish

- All rubbish is to be kept within the boundary of the construction site. Any rubbish removal throughout the CH campus will need to be in a sealed container and or bin.
- If a 'skip bin' is required, this will need to be negotiated with the MWT PM and indorsed through the DISST process.

h. Site Parking

- Contractors will not get designated parking.
- Contractors are to park in Yamba Drive carpark opposite CH Campus on the western side.

i. Temporary Traffic Management Plan (TTMP)

- If the project works impact public and/or traffic, it therefore requires a TTMP. The approved TTMP is to be submitted with the necessary DISST documentation and endorsed through the DISST forum.

12. Potential Site Risks
a. Unknown Services Locations & Ground Penetrating Radar (GPR) Scanning

GPR Scanning is required where any and all penetrations may impact services and/or structures concealed by concrete, brickwork or render. It is a requirement that the contractor will undertake the necessary GPR Scans to ensure that penetrations can be made in appropriate and safe locations. All GPR scans are to be undertaken in accordance with Appendix Q.

b. Asbestos Containing Materials (ACM)

ACM has been identified across CH campus and therefore should be approached with complete care. If you discover anything that potentially could be ACM you must follow the following procedures:

- You must stop work on the affected area and notify the MWT PM;
- Site must be made safe and closed;
- In consultation with the MWT PM, a qualified and licenced asbestos assessor must be engaged to take samples for testing;
- Test results from the licenced asbestos assessor must be provided to the MWT PM;
- If test results confirm the presence of ACM, ACM must be removed by a licenced remover with clearance certificate supplied to the MWT PM and FM; and
- An ACM report is available upon request.

c. Electrical

Exposed live cables have been found across the CH Campus. When penetrating the walls and ceiling be aware that exposed cables may be present. If exposed cables are found, please follow the following procedures:

- a. Notify the MWT PM
- b. Make safe the area
- c. In consultation with the MWT PM, make arrangements to have the exposed cables rectified.

13. Security

CHS has developed various processes to ensure the safety of staff, clients and visitors to our sites. This includes security policies and procedures, identification and access control and key management.

There are also simple measures you can adopt to help keep our buildings secure and improve the safety of yourself and others. These include:

- ensuring no one follows you into areas by holding doors or lifts open for others;
- checking doors and windows to make sure they are secure before leaving work;
- visibly wearing your photographic identification card while on site and taking it off at lunch or when you go home for the day;
- not giving your access card or site keys to others;
- escorting and supervising visitors into buildings and office or staff only areas at all times;
- advising Security Services of any suspicious behaviour or security incidents; and
- knowing the security and emergency procedures for your work area.

For further information or assistance on identification and access control, please call 02 5124 2141 or email CHS.SecurityOps@act.gov.au

In accordance with the CHS security policies and procedures all staff, contractors and subcontractors must meet the mandatory security requirements whilst working for CHS.

a. Signing in and Out of CHS Facilities

All staff, contractors and subcontractors must sign in and out of all facilities at all times across the CHS directorate.

- Any person involved with the project caught not signed in will be issued with a formal warning.
- Any person involved with the project that doesn't sign into the facility after being given a formal warning will be asked to leave the site and will be required to undertake the CHS induction again to reinforce the importance of signing in and out of a CHS facility. This re-induction will be at the expense of the contractor.

b. The Canberra Hospital Campus

- During business hours of 7am to 4pm contractors are to sign in at the FM if they will be working outside of their established site.
- After business hours present yourself to the after-hours Hospital Manager (Bld. 2 level 2 main reception).
- Fill out the contractors' after-hours attendance book
- On completion, report back to the shift coordinator and sign out.

c. Non Acute sites

- During business hours contractors are to sign in at the reception.
- After business hours access at non acute sites is to be arranged through FM offices at least five working days prior.

d. Certifications

If the works include alterations to the security/duress/CCTV system tender respondents must ensure that anyone working on the security system hold the appropriate level of certifications.

14. Duress and Nurse Call Systems

Where a nurse call or duress system is within a work site controlled by a contractor it is to be isolated from the system for the period of the works. Isolations are to be coordinated with the CHS Security team, and the Digital Solutions Division. Costs for isolations are to be allowed for in the contractor's price.

15. Secure Local Jobs Certificate – Sub Contractor Engagement

In accordance with the Government Procurement (Secure Local Jobs) Code 2019 any Subcontractors engaged in connection with territory-funded work must have a valid secure local jobs code certificate and comply with the Code in relation to that work.

If requested the contractor must provide CHS with details of the proposed Subcontractor and evidence of their Secure Local Jobs certificate.

Subcontractors found to be working on CHS sites without a Secure Local Jobs certificate will be removed from site and the head contractor will be issued with a negative performance report as per schedule 5 of the HIT Panel Deed.

16. Contractor Performance and Project Key Performance Indicators (KPIs)

In accordance with Schedule 5 of the Panel Deed a Panel Members performance may be reviewed by the Territory at any time during the term of the Panel Deed. CHS will undertake a performance review at the completion of this project. This does not restrict CHS undertaking performance reviews during the works and issuing negative reports during the works if there are any serious breaches of performance.

The KPI's that will be reviewed as part of the project will include:

1. Deviation of planned budget – the difference in costs between the submitted price compared to the actual end cost for the project/works;
2. Deviation of planned/required timeframe for works – the difference in the agreed program at commencement of the project compared to the actual timeframe for completion;
3. Quality of the works delivered and adherence to the scope and specifications for the project;
4. Contractors communication and interaction with stakeholders throughout the project, including their behaviour on site and level of professionalism; and
5. WHS performance, with a particular emphasis on the submission and adherence to DISST forms, SWMS, SMP's, and the outcomes from any task observations or Active Certifications reviews undertaken.

Outcomes from the performance reviews will be provided to the CHS HIT Panel Manager. Should any issues be identified in relation to performance against the project KPI's these will be dealt with in accordance with paragraph 4 of Schedule 5 of the HIT Panel Deed.

TC2	Secure Local Jobs Requirements For construction contracts with a value between \$200,000 and \$5,000,000 (GST inclusive) tenderers must complete and submit a Labour Relations, Training and Workplace Equity Plan (LRTWEP). The Territory will assess the extent to which the documents demonstrates how the business will support employment security, health and wellbeing, diversity, and career development for workers. The plan must have been developed in consultation with the business's employees, and include a statement about how this has been done. Local Industry Participation If the value of the contract exceeds \$200,000 (GST Inclusive) respondents are required to complete and submit an Economic Contribution Test (ECT). The Territory will assess the extent to which the Tenderer has demonstrated that it will ensure capable local businesses are given full, fair and reasonable opportunity to participate in the provision of the Works during the term of the proposed contract. For further information see: https://www.procurement.act.gov.au/securelocaljobs	Yes ☒ Yes ☒
TC3	Workplace Health And Safety If successful, and the contract value exceeds \$250,000, the respondent may be appointed the role as principal contractor for delivery of the works. Respondent is to confirm they will take on the role of principal contractor if selected as the preferred contractor (pending contract value), and acknowledges the requirement to provide a site specific Safety Management Plan (SMP) prior to commencing works on site. Respondent also confirms they acknowledge the requirement to provide other site specific WHS documentation before works commence. E.g. SWMS, Risk Assessments, DISST Forms, etc.	Yes ☒

Disturbance and/or Interference with Services, Safety, or Traffic

This Application Form is not effective until 'Authorisation to Proceed' is signed - Version 14.8

**ACT**
Government**Canberra Health
Services**

PART A: APPLICANT INFORMATION								
DISST No.	Proposed Works (TITLE):							
R25-031	110V Emergency Light Upgrade							
Request Date:	Project Name:	Building Name / Number:		Level:	Room #			
	110v EEL Replacement Project	Buildings 1, 2, 3 & 12		All	All			
Environment:	Please select	DA/BA Approval #						
Project Governance:	MPC	Purchase/ Work Order Reference #						
The PROPOSED WORKS (Contractor Representative to complete)								
Please give a brief, informative description of your proposed work and its location. Remember those who are reading this may not fully understand the work that you are describing. You must show specific information such as building and area titles/identifiers, required trades, drawings, photos, sketches, material safety data sheets and safe work method statements. Documentation can be attached as necessary. Applications with insufficient information will not be approved.								
Description of Proposed Works:	We will carry out emergency light replacement by isolating associated lighting circuits which contain emergency lights. These isolations will mean that some lighting will be off in the area for the period of the works. These isolations will take place one circuit at a time to minimise impacts. Only lighting will be affected in these areas by this repair works. Isolation times will be kept to a minimum length of time. Portable lighting will be available upon request. Walk around and personally notify any staff in the identifiable affected area and note in proof of consultation sheet attached. All isolations are to be removed daily unless otherwise confirmed in writing with FM prior to end of day.							
Proposed Duration of Impact:	Date from:	17/02/25	Time from:	05:00	Date to:	30/06/25	Time to:	05:00
List of SWMS, MSDS, and Attachments								
SWMS:								
MSDS:								
Attachments:								
Impact on Clinical Areas Review					☐		Tick if No Impact	
Select lighting will be affected, with the majority of lighting remaining unaffected. Portable lighting to be set up in any areas where lighting falls below the minimum requirements.								
Impact on Patient Spaces Review					☐		Tick if No Impact	
Select lighting will be affected, with the majority of lighting remaining unaffected. Portable lighting to be set up in any areas where lighting falls below the minimum requirements.								
Impact on Public Space Review					☐		Tick if No Impact	
Select lighting will be affected, with the majority of lighting remaining unaffected. Portable lighting to be set up in any areas where lighting falls below the minimum requirements.								
Health Project Representative:	James Adamson		Email:	James.Adamson@act.gov.au				
Phone (W):			Phone (M):			Signature and Date:	James Adamson	
Digitally signed by James Adamson Date: 2025.02.04 12:15:55 +1100								
Risk Assessment Analysis (Risk to Canberra Health Services operations)								
Likelihood	Consequence	Rating [?]	Risk Assessment Officer		Date	Endorsed		
Unlikely	Minor	4	James Adamson					
Is ACTIA notification required: [See Note 1 for information]							Please select	
Contracted Company								
Company:			Contractor Representative:			Mobile:		
Email:			Signature and Date:					
Site Foreman Name:			Phone (W):			Mobile:		
Email:								
AFTER HOURS Emergency Contact Mobile number:			Name:					

Contractor Representative to sign AFTER completion of PART M - All endorsement conditions accepted	
Contractor Representative:	Signature and Date:

AUTHORISATION TO PROCEED based on the information provided, plus all required endorsements and notifications [See NOTE 2 for information on conditions]	
Authorising Officer Name:	Narelle Bowden
Signature:	
Date: 03/03/2025	
To ensure dust controls are used throughout and no ceiling spaces to be opened above patients.	

Part B: Communication of isolations affecting FOMS - <i>Mandatory to complete</i>			
Any CHS Property/Plant/Services that you want to isolate, modify, connect to, remove, change; you will contact Facilities Management for approval prior to submitting the DISST Application for endorsement. Applications with insufficient information will not be approved.			
Electrical	☒	<i>Tick if applicable</i>	Job Title:
Name:		Signature:	Date: 03/03/2025
Comments:	Select lighting will be affected, with the majority of lighting remaining unaffected. Portable lighting to be set up in any areas where lighting falls below the minimum requirements.		
Contact Details: (PH) 5124 2115 – Stephen French, Renee Cooper			
Hydraulic	☐	<i>Tick if applicable</i>	Job Title:
Name:		Signature:	Date:
Comments:			
Contact Details: (PH) 5124 2115 – Stephen French, Renee Cooper			
Mechanical	☐	<i>Tick if applicable</i>	Job Title:
Name:		Signature:	Date:
Comments:			
Contact Details: (PH) 5124 2115 – Stephen French, Renee Cooper			
Building	☐	<i>Tick if applicable</i>	Job Title:
Name:		Signature:	Date:
Comments:			
Contact Details: (PH) 5124 2115 – Stephen French, Renee Cooper			

PART C: Building Services that will or may be affected				
Safety	Mandatory to complete Part D			
Fire & Emergency Systems	Mandatory to complete Part E			
Security	Mandatory to complete Part F			
Electrical Works	☒ Yes	☐ No	if "Yes" complete Part G	
Structural Works	☐ Yes	☒ No	if "Yes" complete Part H	
Traffic, Pedestrians, Parking, MET	☐ Yes	☒ No	if "Yes" complete Part J	
ICT / Comms / Telephony	☐ Yes	☒ No	if "Yes" complete Part K	
Medical Gases and HTC	☐ Yes	☒ No	if "Yes" complete Part L	
Heating and Cooling Systems	☐ Yes	☒ No	if "Yes" describe:	•
Gas Supply	☐ Yes	☒ No	if "Yes" describe:	•
Domestic Water Supply	☐ Yes	☒ No	if "Yes" describe:	•
Stormwater / Sewer	☐ Yes	☒ No	if "Yes" describe:	•
Other	☐ Yes	☒ No	if "Yes" provide separate attachment(s)	•

Building Conditions / Environment	Description , e.g. noise, dust, air-conditioning, vibration, access, clinical area disruption/ possibility of infection control requirements, or if no impact	Yes
Select lighting will be affected, with the majority of lighting remaining unaffected. Portable lighting to be set up in any areas where lighting falls below the minimum requirements.		

If “yes” to any of the above Building Services or Building Conditions, you must obtain advice and endorsement from the specific subject matter expert, e.g. FM / Infection Control, etc.

Alternatives: Are there any alternatives which avoid the above interruptions? (Health Representative/ Contractor Representative to complete) Yes

If “yes”, please explain why you have not used the alternatives.

In all cases you must investigate alternative solutions which avoid any disruption to operational and clinical services.

- Portable lighting to be set up in any areas where lighting falls below the minimum requirements.

IMPORTANT INFORMATION FOR HEALTH REPRESENTATIVES - LATE APPLICATIONS MAY NOT BE APPROVED

1. **You must** ensure that all staff have completed an induction course prior to working on any Canberra Health Services (CHS) Site. If you have not done so, please contact FM on 5124 2115 for further information.
2. **You must** consult and provide specific project information to all relevant stakeholders before you start any works at CHS Sites.
3. **You must** complete a DISST Application before you start any work that will impact upon any occupied CHS Site, so that staff have enough time to consider the impact of the works and can **avoid** unscheduled/sudden unavailability of Building Services; compromising Building Services or fabric during the works; or compromising environmental or safety conditions in an occupied area during the works.
4. **You must** notify the Health Representative if the works outlined on this form are not completed as outlined or the scope of works change.
5. The date of notification is considered the Friday the week the DISST application was submitted to the DISST email address.

If you do not complete and adhere to this form, you risk causing extreme operational difficulties, causing life threatening situations and seriously jeopardising the wellbeing of patients, visitors and staff. You may also be breaching The Work Health & Safety Act 2011.

MINIMUM Required Notice Periods – (working days)

All DISST forms and required attachments must be sent to DISST@act.gov.au by 5:00PM each Thursday, or as otherwise arranged/approved in writing by the DISST Chairperson.

DISST Applications and attachments are uploaded by 5:00PM each Friday to the IHSS DISST SharePoint Portal (<https://actgovernment.sharepoint.com/sites/Intranet-HealthIHSS/DISST/Lists/DISST%20Applications/AllItems.aspx>) for perusal by required signatories.

	Less than 5 Days	10 Days	15 Days	20 Days or more
EMERGENCY WORK ONLY	X			
Site possession		X		
Routine maintenance work		X		
Local services isolation only (nil complexity)		X		
Isolation affecting multiple non-clinical spaces			X	
Isolation affecting a single clinical or surgical space			X	
Road/ corridor/ lift closures			X	
Isolation affecting multiple clinical or surgical spaces				X
Large scale works, or complex disturbance/ interference				X

DISST Form Processing Sequence

1	2	3	4	5	6	7	8	9
complete ALL the DISST Application HPR to assist and review	HPR/PM to consult affected areas/ parties for endorsement	CR/HPR sends DISST Application and attachments to DISST@act.gov.au	DISST tabled at DISST Forum for endorsement	Signatories provide endorsement of DISST Application	CR to agree to conditions of endorsement	“Authorisation to Proceed” provided. DISST Application updated in DISST SharePoint Site	Endorsed DISST emailed to HPR, PM & CR. CR start Works on specified date. Comply with conditions	HPR to send email for Works completed to DISST@act.gov.au

Note that further time limitations or conditions may be imposed prior to or upon approval by Canberra Health Services

PART D: SAFETY MANAGEMENT (Contractor Representative to complete) - *Mandatory to complete*

Hot Works: Are the following activities occurring as part of the proposed work?

Welding (any type) Soldering/ Brazing Cutting Grinding Any other works with exposed flames ☐ YES ☒ NO

If “yes” to any question, **you must** attach a Hot Works Permit to this Application.

Hot Works Permits are **mandatory** for any welding or hot works at CHS sites.

Confined Spaces: Will you have to enter a Confined Space as part of the proposed work? ☐ YES ☒ NO

If “yes”, **you must** attach a Confined Space Permit to this Application.

Confined Space Permits are **mandatory** for any confined space work at CHS sites.

Working at Heights: Will you work on a ladder or from an elevated position as part of the proposed work? ☒ YES ☐ NO

If “yes”, **you must** provide details of the works to CHS Work Health Safety for determination of requirements and approval.

Subject to the determination, attach a Working at Heights Permit - **mandatory** for work at CHS sites.

Penetrations / Fixing to slabs, walls or ceilings / Demolitions: Will you be undertaking such work as part of this project?	☒	YES	☐	NO
If "yes", you must have the installation tested and cleared for electrical interference and safety by a licensed electrician. If making any penetrations, cuts, drilling you must take all possible measures to ascertain that there are no embedded services, e.g. electric services, piping, etc., you must carry out the work using qualified staff and correct PPE, e.g. using approved gloves and insulation matts. Refer to the Surface Policy & GPR Scans.				
Electrical Safety: Will you be undertaking electrical work as part of this project?	☒	YES	☐	NO
If "yes", you must complete Part F . You must have the installation tested and cleared for electrical interference and safety by a licensed electrician Refer to the working on or near live electrics Policy & Form.				
Dangerous Substances Management: Will you bring or use any dangerous substances/chemicals on to an ACT Health Directorate site?	☐	YES	☒	NO
If "yes", you must attach a current Safety Data Sheets (SDS) to this DISST Application and at all times keep copies of the SDS readily available where the work is being conducted. Where you use dangerous substances or chemicals (including paint and adhesives), you must provide adequate ventilation and strictly follow the manufacturer's recommended safety procedures. As required contact Facilities Management on 5124 2115 to arrange ventilation changes.				
Are there any alternatives which avoid the use of dangerous substances or chemicals?	☐	YES	☒	NO
If "yes", please explain why you have not used the alternatives. In all cases you must investigate alternative solutions which avoid any disruption to operational and clinical services.				
Does the work (in buildings or external excavations) potentially involve uncovering asbestos?	☐	YES	☒	NO
If "yes", you must check the asbestos register for the site. The register is based on non-invasive testing. Please note that facilities managed by CHS Directorate may contain unrecorded asbestos. Please contact Facilities Management for further information on (PH:) 5124 2115				
Have you developed site specific (not generic) Job Safety Analysis and/or SWMS for works?	☐	YES	☒	NO
If "yes", you must attach a current Safe Work Method Statement (SWMS) and at all times keep copies of the SWMS readily available where the work is being conducted.				

PART E: IMPACT ON FIRE & EMERGENCY SYSTEMS (Contractor Representative to complete) - Mandatory to complete				
Are the following activities occurring as part of the proposed work?				
Fire/smoke walls/compartments: Will you move/modify, or create any holes or penetrations through, a fire/smoke wall or in any other ways affect the fire / smoke compartmentation of the facility?	☐	YES	☒	NO
Fire/smoke doors: Will you permanently or temporarily affect the operation of a fire/smoke door?	☐	YES	☒	NO
Ceilings and Floors: Will you create any holes or penetrations? (This could affect fire services/compartimentation.)	☐	YES	☒	NO
Fire detectors, break glass or sensors: Does your work affect the fire detection system, fire indicators panels, mimic panels or alarms, including moving a wall closer to or further away from a detector?	☐	YES	☒	NO
Exit signs and/or emergency lighting: Will your work affect these?	☒	YES	☐	NO
Fire signage (including signage on a fire/smoke door): Will your work affect these?	☐	YES	☒	NO
Evacuation diagram: Will your work temporarily or permanently modify the evacuation plan path of travel?	☐	YES	☒	NO
Sprinklers: Are you working on sprinklers or changing the distance between walls, partitions or existing sprinklers?	☐	YES	☒	NO
Fire mains, boosters, or hydrants: Working on, or require isolation?	☐	YES	☒	NO
Do you need to isolate the fire system or fire sensors: Will your work affect these?	☐	YES	☒	NO
A/C ducts or dampers or registers: Will your work affect these?	☐	YES	☒	NO
Balancing and operation of air conditioning system: Will you change the location of a partition, whether a smoke or fire wall or not? (This can affect the performance of the smoke exhaust system.)	☐	YES	☒	NO
If greater than 8 HOURS impairment of sprinkler system, sprinkler water supply, fire indicator panel or other fire protection equipment: You must complete the Fire Protection Equipment Impairment Notice (separate form)	☐	YES	☒	NO
If "yes" to any question, a) You must gain design and certification from an appropriate consultant and/or the ACT Fire and Rescue for all works that modify or affect fire service operations and ensure that your works will maintain the integrity of the service or. If you need certification, you must attach it to this Application before starting work. b) You must ask the Fire and Emergency Services Unit of CSSE to provide advice and you must notify all relevant authorities. c) You must email certification upon completion to compliance-cert@sps.act.gov.au				

PART F: SECURITY (Contractor Representative to complete) - Mandatory to complete				
Are the following activities occurring as part of the proposed work?				
Secure Area Access: Will you require access to secure areas for the project (Wards, Communication Rooms, and Plant Rooms etc.?)	☒	YES	☐	NO
Security Systems Changes: Will you be installing/ modifying/ isolating/ decommissioning security electronic access controls, locking systems, alarm systems, PIR detectors, RAS Panels, Controller Panels, Security Power Supplies, CCTV camera's, duress buttons or any other physical security systems as part of your works?	☐	YES	☒	NO

Changes to Access Points: Will you be installing/modifying entry or exit points to a work area?	☐	YES	☒	NO
Construction Area Security: Will you be installing hoarding/fencing or other security solutions to restrict access to the construction area?	☐	YES	☒	NO
Construction Area Keying: Will you be installing construction key cylinders to the construction area?	☐	YES	☒	NO
Emergency Access After Hours: Has a construction master key been provided to the Security Unit for emergency access only? (Notification will be provided to the Emergency Contact prior to any entry)?	☐	YES	☒	NO
Additional Guarding Services: Will you require security guarding services to provide a physical presence during your works? For works undertaken afterhours check requirements with CHS Security (To be funded by project and cost centre is mandatory)	☐	YES	☒	NO
If "yes" to any question, a) You must ask the Security Operations Manager of OSS to provide advice. b) You must provide schematic, floor plan and details of systems modifications. c) You must use Certified Security vendors and provide details of commissioning tests undertaken. d) You must engage with DDTS for the provision of security systems cabling and network connectivity as required, to be funded by project or department cost centre is mandatory e) You must show funding source for security staff, by project or department cost centre funding source is mandatory Project Code/ Cost Centre:				

PART G: ELECTRICAL WORKS (Contractor Representative to complete)	☒	<i>Tick if applicable</i>		
Note: NO LIVE WORK is permitted - Are the following activities occurring as part of the proposed work?				
Electrical shutdown and/or isolation	☒	YES	☐	NO
Circuit additions/ deletions	☐	YES	☒	NO
Increase in electric load	☐	YES	☒	NO
Disturbance of existing cabling	☒	YES	☐	NO
Penetrations/ excavation GPR check is required (Ground/ Surface Penetrating Radar)	☐	YES	☒	NO
Temporary electric power supply required	☐	YES	☒	NO
If "yes" to any question, a) You must have the work performed by a licensed electrician b) You must notify outage time to the facilities/ areas affected c) You must conduct de-energisation and re-energisation tests d) You must affix Danger Tags or Out-of-Service Tags as required (and remove on completion when safe) e) You must comply with WorkSafe ACT upgrade requirements where applicable f) You must comply with ACTPLA upgrade requirements where applicable g) You must update identification/ labelling/ legends/ schematics h) You must remove any redundant equipment and cabling i) You must supply a compliance certificate at the completion of the work to compliance-cert@sps.act.gov.au				

PART H: STRUCTURAL WORKS (Contractor Representative to complete)	☐	<i>Tick if applicable</i>		
Are the following activities occurring as part of the proposed work?				
Drilling into a slab or load bearing wall GPR check/wall scanning is required (Ground/ Surface Penetrating Radar)	☐	YES	☐	NO
Penetrations, or channels/ cuts into a slab or load bearing wall (includes full or partial penetration) GPR check/wall scanning	☐	YES	☐	NO
Other structural modification	☐	YES	☐	NO
Weights over 500kg involved	☐	YES	☐	NO
If "yes" to any question, you must attach a structural engineers report to this Application. a) You may need certification from an appropriately qualified consultant to show that your works will maintain the integrity of the service or facility. If you need certification, you must attach it to this DISST Application prior to starting work. b) You must ask the Strategic Support Unit to provide advice where possible and you must notify all relevant authorities. c) You must provide certification upon completion to compliance-cert@sps.act.gov.au				

PART J: TRAFFIC MANAGEMENT (Contractor Representative to complete)	☐	<i>Tick if applicable</i>		
Are the following activities occurring as part of the proposed work?				
Road works, or footpath works, or closure/ obstruction to parking bays?	☐	YES	☐	NO
Interruption of, or diversion of vehicular or pedestrian traffic?	☐	YES	☐	NO
Large equipment deliveries or bulk material movements in trafficable areas?	☐	YES	☐	NO
Blocking or partially blocking of building corridors?	☐	YES	☐	NO
Construction or maintenance activities requiring closure of adjacent zones for public safety reason?	☐	YES	☐	NO
Medical Emergency Team (MET): any works impacting on usage (operation of), or access to lifts?	☐	YES	☐	NO
MET: will the proposed works impact on MET access via pathways or corridors to clinical areas/buildings?	☐	YES	☐	NO

MET: will the proposed works impact on MET access via external footpaths/ roadways?	☐	YES	☐	NO
MET: will the proposed works involve reconstruction/ relocation/ decanting of clinical areas/ units?	☐	YES	☐	NO
If "yes" to any question, a) You must ask the Fire Safety and Transport Manager of OSS to provide advice and endorsement b) You must attach Temporary Traffic Management Plan (TTMP) and contact Fire Safety & Parking Operations Manager of OSS to provide advice and you must notify all relevant authorities, i.e. Action, ACTPAS etc. c) If "yes" to impact on MET, you must obtain MET assessment of access and 'MET response travel times' plus Part M endorsement				

PART K: TELEPHONY/ PAGING/ VoIP/ ANALOGUE LINES/ ICT (Contractor Representative to complete)		☐	<i>Tick if applicable</i>		
Are Telephony/ Paging/ VoIP/ Analogue Lines/ ICT additions/deletions occurring as part of the proposed work?		☐	YES	☐	NO
If "yes" to any question, a) You must show funding source by project or department cost centre funding source is mandatory b) You must ask Fire Safety & Parking Operations Manager or Security Operations Manager (OSS) to provide advice and endorsement c) If ICT you must ask the Managers of DDTS and Critical Systems and Infrastructure Hub (CSI Hub) to provide advice and endorsement d) Depending on the advice from DDTS and CSI Hub, you may require endorsement from the CIO prior to submitting the proposal to the DISST Forum					

PART L: Healthcare Technology Management and MEDICAL GASES (Contractor Representative to complete)		☐	<i>Tick if applicable</i>	
Are the following activities occurring as part of the proposed work?				
Works that impact on patient treatment spaces and areas?	☐	YES	☐	NO
Interruption/disconnection of medical gas supply to patient treatment areas?	☐	YES	☐	NO
Any works that impacts the clinical equipment or systems (electrical or mechanical)?	☐	YES	☐	NO
Any works requiring change of orientation of the current setup, or relocation and/or removal of clinical equipment and/or systems?	☐	YES	☐	NO
Any works introducing new non-clinical electrical devices and systems into the patient treatment areas?	☐	YES	☐	NO
Any works introducing potential electromagnetic/RF interference/hazard into the patient treatment areas?	☐	YES	☐	NO
Any works introducing potential dust, vibration into the clinical patient treatment space affecting the clinical equipment and systems?	☐	YES	☐	NO
Any work near or above electromagnetic radiation or other radiation sources? If yes, contact Medical Imaging or Radiation for advice and signoff.	☐	YES	☐	NO
If "yes" to any question, you must ask Healthcare Technology Management to provide advice plus Part M endorsement				

PART M: ENDORSEMENT of DISST Application				
Clinical Area and/or Operational Area				
Canberra Health Services Area Manager for affected areas see part A. Please review the Application prior to approval. Additional signatures of adjacent areas may be required. Works in clinical areas must be separately endorsed by Infection Control Note: Your signature indicates your endorsement of the work outlined in this Application. Mandatory only if work is in clinical areas, or if work may affect clinical areas or operation				
☒	<i>Tick if applicable</i>			
#1 Area / Unit:	Canberra Health Services Facilities Management	Job Title:	Facilities Manager	
Name:		Signature:		Date:
Comments:				
Email address required for notification:	CHS.FM@act.gov.au			
☒	<i>Tick if applicable</i>			
#2 Area / Unit:	Minor Projects	Job Title:	Project Manager - Minor Works	
Name:	James Adamson	Signature:		Date:
Comments:				
Email address required for notification:	James.Adamson@act.gov.au			

Once endorsement has been provided by the above area; the DISST Application must be submitted to DISST@act.gov.au for review at the DISST Forum

Infection Prevention and Control	☐	<i>Tick if applicable</i>		Job Title:	
Name:		Signature:		Date:	
Comments:					
Email address required for notification:	CHSIPCU@act.gov.au				

Medical Emergency Team (MET)	☐ <i>Tick if applicable</i>	Job Title:		
Name:			Signature:	Date:
Comments:				
Email address required for notification: METNurses@act.gov.au				

Work Place Safety - Mandatory signature	Job Title:			
Name:			Signature:	Date:
Comments:				
Email address required for notification: CHS.WorkHealthSafety@act.gov.au				

Fire Safety (OSS) - Mandatory signature	Job Title:			
Name:			Signature:	Date:
Comments:				
Email address required for notification: DISST-Fire@act.gov.au				

Security Operations (OSS) - Mandatory signature	Job Title:			
Print Name:			Signature:	Date:
Comments:				
Email address required for notification: CHS.SecurityOps@act.gov.au				

Facilities Management - (FM) - Mandatory signature	Job Title:			
Name:			Signature:	Date:
Comments:				
Email address required for notification: CHS.FM@act.gov.au				

IHSS Safety & Risk - Mandatory only if IHSS work	☐ <i>Tick if applicable</i>	Job Title:		
Name:			Signature:	Date:
Comments:				
Email address required for notification: SafetyandRisk@act.gov.au				

Communications - Mandatory only if IHSS	☐ <i>Tick if applicable</i>	Job Title:		
Name:			Signature:	Date:
Comments:				
Email address required for notification: IHSSComms@act.gov.au				

Parking Operations (OSS)	☐ <i>Tick if applicable</i>	Job Title:		
Name:			Signature:	Date:
Comments:				
Email address required for notification: CHS.FleetManagement@act.gov.au				

CIO -Mandatory signature	☐	<i>Tick if applicable</i>	Job Title:		
Name:			Signature:		Date:
Comments:					
Email address required for notification: CHS.CIO@act.gov.au					

DDTS (for works affecting ICT)	☐	<i>Tick if applicable</i>	Job Title:		
Name:			Signature:		Date:
Comments:					
Email address required for notification: NetworkAdmin.DDTS@act.gov.au and DataCentreFacilities.DDTS@act.gov.au					

DSD (for works affecting ICT)	☐	<i>Tick if applicable</i>	Job Title:		
Name:			Signature:		Date:
Comments:					
Email address required for notification: DSD.CSI@act.gov.au and ACTHealthCIO@act.gov.au					

Executive Director Sign Off			Division:		
Name:			Signature and Date:		
Comments:					

Executive Director Sign Off			Division:		
Name:			Signature and Date:		
Comments:					

FINAL (last) endorsement AFTER the above is completed

Canberra Health Services Deputy CEO (works on campus)					
– Mandatory signature ONLY IF CLINICAL AREAS, or if HOSPITAL OPERATIONS MAY BE AFFECTED					
☐	<i>Tick if applicable</i>				
Print Name:					
Comments:					
Email address required for notification: CHSCOO@act.gov.au					

Executive-On-Call Notification if OUTSIDE NORMAL WORKING HOURS obtain this information from the PA to Deputy CEO					
☐	<i>Tick if applicable</i>				
On-Call Date(s):		Email address:		@act.gov.au	
On-Call Date(s):		Email address:		@act.gov.au	

NOTE 1 - ACTIA Notification

Notification to ACTIA is necessary for all fire detection and suppression systems, whether scheduled or unexpected exceeding 8 hours in duration.
If / as required, the HPR, **MUST advise** ACTHD Insurance and Legal Unit, email to ACTHealthILLU@act.gov.au

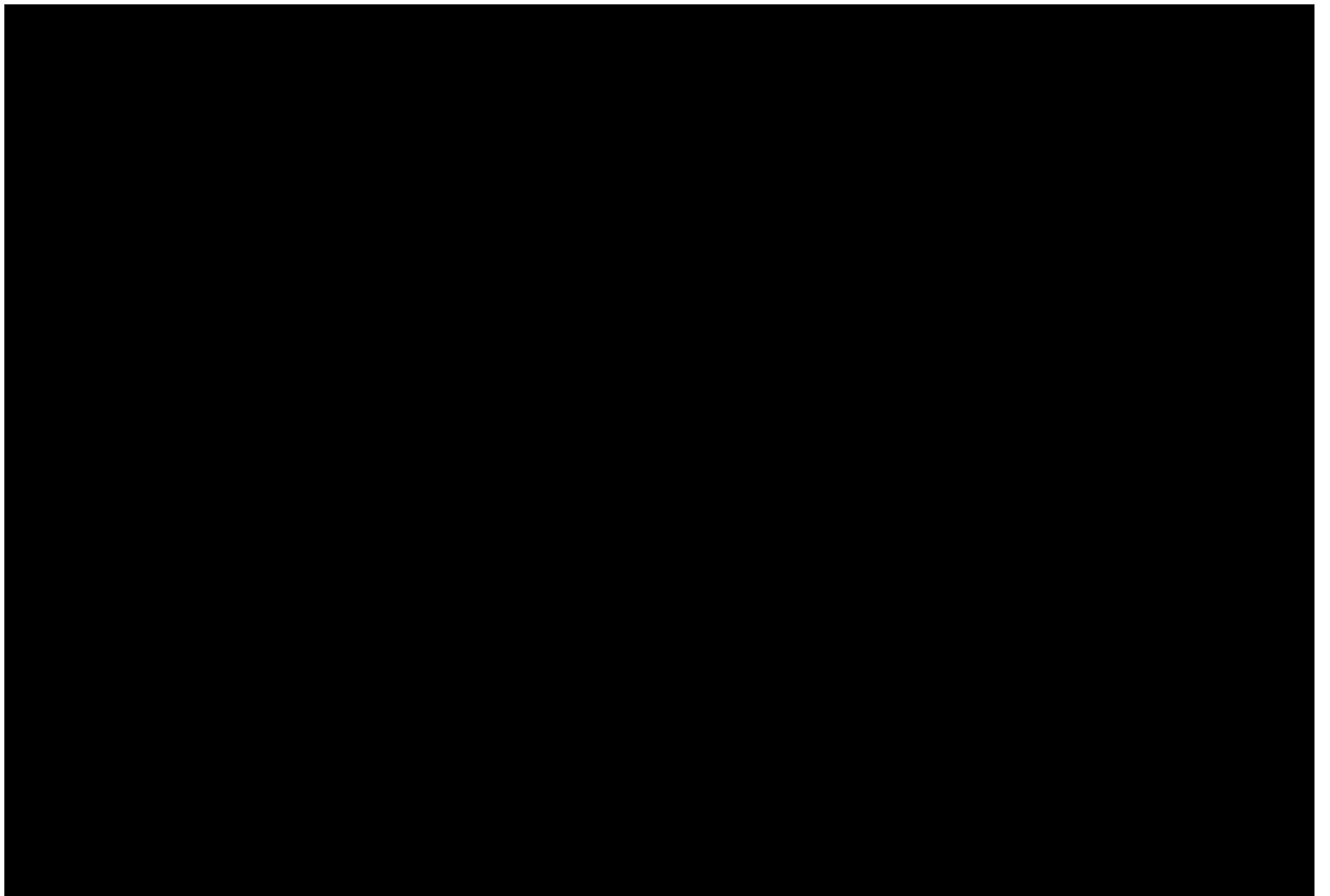
NOTE 2 - APPROVAL CONDITIONS

(1) Implementation and Safety Controls

- All works approved to proceed **MUST** fully implement the controls stated on the approved DISST form and/or attachments, this includes the sign-off comments in Part M
- Failure to implement the stated controls will result in the authority to work being revoked and all work directed to cease
- All expenses incurred by this stoppage are to be borne by the contractor

(2) Extent of Approved Work

- **ONLY** the work described on the DISST form is allowed to be carried out. Work not described is **NOT APPROVED** to go ahead
- (3) All Contractors involved must have undertaken CHS and Site specific induction prior to the commencement of works.



ENDORSEMENT of Works									
Canberra Health Services Area Manager for affected areas. Please review the Application prior to approval.									21
Note: Your signature indicates your endorsement of the work outlined in this Application. Portable lighting is available if required and will also be placed in any dark areas.									
Please note any concerns or caveats									
	<i>Tick if applicable</i>								
#1 Area / Unit:			Job Title:						
Name:			Signature:			Date:			
Comments:									
Email address required for notification:									
	<i>Tick if applicable</i>								
#2 Area / Unit:			Job Title:						
Name:			Signature:			Date:			
Comments:									
Email address required for notification:									
	<i>Tick if applicable</i>								
#3 Area / Unit:			Job Title:						
Name:			Signature:			Date:			
Comments:									
Email address required for notification:									
	<i>Tick if applicable</i>								
#4 Area / Unit:			Job Title:						
Name:			Signature:			Date:			
Comments:									
Email address required for notification:									
	<i>Tick if applicable</i>								
#5 Area / Unit:			Job Title:						
Name:			Signature:			Date:			
Comments:									
Email address required for notification:									
	<i>Tick if applicable</i>								
#6 Area / Unit:			Job Title:						
Name:			Signature:			Date:			
Comments:									
Email address required for notification:									

DISST Review and Endorsement Summary

 Signatory Endorsement

Bowden, Narelle ([3/03/2025 1:35 PM](#))
 Chair - ATP - Endorsed - caveat to ensure dust controls are used throughout the hospital and no ceiling spaces are to be opened above patients.

Aina, Adetunji ([12/02/2025 7:44 AM](#)):
 Endorsed by FM.

 Signatory Endorsement

Bowden, Narelle ([11/02/2025 4:16 PM](#))
 Chair - On HOLD - pending updated SWMS. Works are also to include controls for dust within staff, public and clinical spaces, plastic drop sheets, clean after.

Phillips, Hilary ([11/02/2025 2:47 PM](#)):
 Endorsed by IPCU with caveats - dust control measures when handling ceiling tiles. Clean dust as you go, request ISS clean if required post works.

 Signatory Endorsement

Brown, StevenG ([11/02/2025 2:21 PM](#))
 Endorsed by FST

Douglass, Kirsten ([11/02/2025 2:21 PM](#)):
 Endorsed by MET

Chen, Judy ([11/02/2025 2:20 PM](#)):
 Endorsed

Cordie, John ([11/02/2025 2:20 PM](#)):
 Endorsed by DDTS ICT Health

Premnath, Patrick ([11/02/2025 2:19 PM](#)):
 Endorsed by DSD.

☰ Signatory Endorsement

Endorsed by MET


Chen, Judy ([11/02/2025 2:20 PM](#)):
Endorsed

Cordie, John ([11/02/2025 2:20 PM](#)):
Endorsed by DDTS ICT Health

Premnath, Patrick ([11/02/2025 2:19 PM](#)):
Endorsed by DSD.

Black, Elina ([10/02/2025 8:38 AM](#)):
09/02/2025: Endorsed by EBM IHSS
(Chris Tarbuck)

☰ DISST Notes

11/02/2025 NB - Spoke with [REDACTED] in relation to the potential lead dust within their working space. As they will be working within the ceiling space they will need to implement controls, masks, gloves, glasses. plastic drop sheets for working and clinical spaces and a clean after. Ensure no ceiling spaces are open with patients below .
 SWMS will be updated and sent through to reflect the dust controls

11/02/2025: On Hold pending updated SWMS - Works are also to include controls for dust within staff, public and clinical spaces, plastic drop sheets, clean after - dust control measures when handling ceiling tiles. - Clean dust as you go, request ISS clean if required post works.

From: [REDACTED]
Sent: Tuesday, 25 March 2025 7:10 PM
To: Trew, Myles
Subject: Re: Infrastructure Concern - [REDACTED] - Ward 10A, Canberra Hospital

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Myles,

Many thanks for your response and the confirmation of your previous verbal advice in relation to ACM's. I'm certain, from a healthcare perspective, any uncontrolled release of airborne contaminants is far from desirable in a post operative ward environment.

In relation to my second query seeking confirmation of the contract and contractors details, this was to help inform a Freedom of Information request. This information would have allowed me to be more specific in my request but I note the CHS position on this.

Thank you again for your assistance.

Regards,

[REDACTED]

On Tue, 25 Mar 2025 at 18:15, Trew, Myles <Myles.Trew@act.gov.au> wrote:

OFFICIAL

Hi [REDACTED]

Apologies for the delay in responding to the below.

As discussed in our phone call (Thursday 20/03), the CHS asbestos register does not identify any asbestos containing material throughout the suspended ceiling space of Building 1 Level 10.

As with many older buildings, there are some areas of the building which contain asbestos, however, this is generally limited to blackjack glue beneath vinyl flooring and plantroom items such as gaskets, old pipework lagging and ductwork mastic.

Regarding the second query below, FM do not share contractor details with the broader public. As discussed and confirmed via earlier emails, CHS is working closely with the relevant contractor to implement lessons learned and to ensure this incident does not reoccur.

Thanks again for raising this matter and for your engagement throughout.

Myles Trew | Senior Director Engineering Services

Phone: 02 5124 4380 | Mobile: [REDACTED] | Email: myles.trew@act.gov.au

Infrastructure and Health Support Services | Canberra Health Services | ACT Government

Level 1, Building 1, Canberra Hospital, GPO Box 825 Canberra ACT 2601 | canberrahealthservices.act.gov.au



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We acknowledge and respect their continuing culture and contribution to the life of this region.



From: [REDACTED]
Sent: Friday, 21 March 2025 6:10 PM
To: Trew, Myles <Myles.Trew@act.gov.au>
Subject: Re: Infrastructure Concern - [REDACTED] - Ward 10A, Canberra Hospital

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Thank you for the prompt response, Myles.

I appreciate your clarification regarding the CHS interpretation of the act around these events as a reportable incident.

May i ask you to confirm:

- your previous advice (as discussed during our telephone conversation) in relation to ACMs in proximity to the works.

- the contract reference / contract name and details of the head or principal contractor undertaking the works on behalf of CHS.

Regards,

[REDACTED]

On Fri, 21 Mar 2025 at 17:02, Trew, Myles <Myles.Trew@act.gov.au> wrote:

OFFICIAL

Thanks for the reply, [REDACTED]

Notwithstanding the issues identified throughout the email chain with the delivery of these works, FM do not consider this to be a notifiable incident. Unfortunately, we are not in a position to provide SWMS associated with the works. CHS takes our responsibility as a PCBU seriously, and we will work directly with the contractor involved to reflect on this incident and to ensure that it does not occur again.

Thank you

Myles Trew | Senior Director Engineering Services

Phone: 02 5124 4380 | Mobile: [REDACTED] | Email: myles.trew@act.gov.au



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From: [REDACTED]
Sent: Friday, 21 March 2025 4:41 PM
To: Trew, Myles <Myles.Trew@act.gov.au>
Cc: IHSS <IHSS@act.gov.au>
Subject: Re: Infrastructure Concern - [REDACTED] - Ward 10A, Canberra Hospital

Caution: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Myles,

I acknowledge and appreciate your response.

In relation to Worksafe ACT, I believe the dangerous incident was reportable noting:

- the fall or release from height of any plant, substance or thing;

Noting CHS duties as a PCBU and your stated commitment to safety, I am sure you would have considered a report to Worksafe ACT in any case.

To satisfy myself around the controls that should have been in place, would you be able to share copy of the applicable SWMS and any other supporting documents?

Regards,

[REDACTED]

On Fri, 21 Mar 2025 at 14:50, Trew, Myles <Myles.Trew@act.gov.au> wrote:

OFFICIAL

Hi [REDACTED]

Thank you for your time on the phone to discuss your recent experience at Canberra Hospital. I unreservedly apologise for your experience and any stress or anxiety caused to you or your spouse as a result of your visit.

From your email and our discussion, I understand that trade contractors were undertaking emergency lighting installation works in an operating ward environment (Ward 10A). To undertake the works, the contractors needed to access the ceiling space, thereby requiring removal of ceiling tiles. Likewise, the trade contractors needed to use a ladder to access the ceiling space and to isolate the relevant lighting circuit to install the new emergency light fitting(s).

Resultingly, you witnessed:

- dust and debris falling from the suspended ceiling into the ward space
- two trade contractors working off a single ladder without spotters or reasonable controls
- isolation of lighting circuits which directly impacted patients, including a patient in a bathroom / ensuite with no natural light.

As discussed, Facilities Management (FM) take these incidents seriously. FM have processes in place to ensure safe work method statements and controls are in place; activities which impact on patients, visitors and staff have been reviewed and approved prior to the commencement of works; and that works are conducted safely with minimal impact on patients, visitors and staff. We acknowledge that these processes did not provide the required result in this instance.

To address this issue, FM will:

1. Notify the relevant contractor and issue a formal warning aligned with contractual mechanisms
2. Require that the contractor undertake a toolbox with their staff to reflect on this incident and to review their safe work method statements (SWMS)
3. Require that the contractor review work methodology and sequencing to ensure this does not reoccur
4. FM will conduct regular site inspections to ensure works are being delivered in line with SWMS

5. FM will issue a notification to all contractors reiterating the importance of following safety protocols when working across CHS sites.

I appreciate you raising this matter and I acknowledge your decision to notify WorkSafe. I would just like to reiterate that I understand your concerns and to reinforce that FM will work closely with the contractor to ensure this issue does not reoccur.

Please give me a call if you would like to discuss further, or if there are any omissions which need to be addressed in the above.

Thank you

Myles Trew | Senior Director Engineering Services

Phone: 02 5124 4380 | Mobile: [REDACTED] | Email: myles.trew@act.gov.au

Infrastructure and Health Support Services | Canberra Health Services | ACT Government

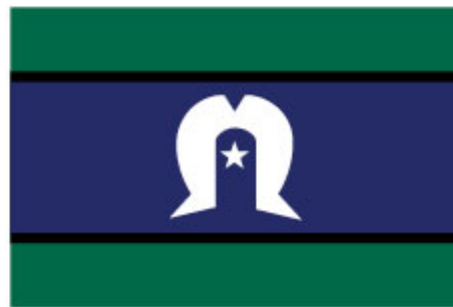
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Legislation or Contract (L/C)	Requirement	Source Document Location	Evidence location	Status	Comments
L	E.g. Names, positions and health and safety responsibilities	WHS Reg S.309 (2)(a)	Page 6 Section 3.2 Para 4	Compliant with observations	Suggest including back up resources for critical roles.
L	names, positions and health and safety responsibilities	WHS Reg S.309 (2)(a)	Page 3 Pages 6 & 7 Page 12 - Section 6.3 - mentions requirements for engaging a subcontractor. Workplace inspections noted at Page 25 along with position titles of those who can undertake them. Page 28 references "...Project Manager and or Supervisor will take the responsibilities for 'Chief Emergency Warden' and the Foreman and Leading Hands will take the responsibilities for 'Emergency Wardens'."	Compliant with observations	If referencing other documents such as the Health, Safety & Environmental (HSE) Manual procedure 'Health & Safety Structure and Responsibilities' it is best to provide the document also. It makes it very hard to assess if all responsibilities have been covered when you can't see individual duties. The roles and responsibilities as demonstrated in the Evidence location is spread out and difficult to find. Lists HSMP Appendix – WHS Responsibilities as an appendix, but not included
L	consultation, co-operation and the co-ordination of activities with other PCBU's	WHS Reg S.309 (2)(b)		Non-compliant	Nothing found in the document for this requirement.
L	arrangements in place for managing any work health and safety incidents	WHS Reg S. 309 (2)(c)	Section 17 Pages 27 & 28	Non-compliant	Lists CHS FM Minor Works as the principal contractor; Has options for when the client has control, when [REDACTED] is the PC and references the HSE Manual again. The purpose of a project specific WHSMP is to inform workers and other PCBU's how safety will be managed on this project. This document does not go into detail about what emergency tones are, location of first aid kits, ensuring all personnel are evacuated etc.
L	site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules	WHS Reg S.309 (2)(d)	Page 3	Non-compliant	Lists HSMP Appendix - Site Rules as "No" Couldn't see Site rules listed in the Table of Contents.

L	collection and any assessment, monitoring and review of safe work method statements	WHS Reg S. 309 (2)(e)	Page 12 Section 6.3	Compliant with observations	Page 12 - Section 6.3 Para 2 - Says [REDACTED] will review the subcontractor SWMS, but not how the review is recorded/ Para goes on to say that the subcontractor must complete and sign the Safe Work Method Statement Checklist and attach to the SWMS and provide back to [REDACTED] Can I please get a copy of the Safe Work Method Statement Checklist.
L	enter and exit and to move about without risk to health and safety	WHS Reg S. 40(a)	Page 10	Compliant with observations	Entry egress restrictions shown as not a noted hazard for this project. Suggest housekeeping is added into the WHSMP.
L	space for work to be carried out without risk to health and safety	WHS Reg S. 40(b)		Non-compliant	Couldn't find any reference within the document. Suggest adding to the hazards list to cover this off.
L	Surfaces	WHS Reg S. 40(c)		Non-compliant	Couldn't find any reference within the document. Suggest adding to the hazards list to cover this off.
L	Lighting	WHS Reg S. 40(d)	Page 10	Compliant	
L	Ventilation	WHS Reg S. 40(e)	Page 10	Compliant	
L	extremes of heat or cold are able to carry out work without risk to health and safety	WHS Reg S. 40(f)	Page 10	Compliant	
L	work in relation to or near essential services	WHS Reg S. 40(g)	Page 10 Permit to work near energised electrical equipment Page 12	Compliant with observations	Page 12 - Mentions 'Health and Safety Management Plan: Appendix S – Safe Work Instructions' but not included in the provided version.
L	adequate facilities for workers, including toilets, drinking water, washing facilities and eating facilities.	WHS Reg S. 41(1)	Page 10	Non-compliant	Page 10 - lists General working conditions and services – amenities and services as a hazard, but couldn't find any controls. Also, Amenities is not listed in the table of contents.
L	First aid equipment	WHS Reg S. 42 (1)(a)		Non-compliant	Nothing in the document about first aid equipment
L	trained personnel	WHS Reg S. 42 (2)(a)	Page 27 Section 16.3	Compliant	Shows all [REDACTED] staff are first aid trained.
L	emergency procedures, including— (i) an effective response to an emergency; and (ii) evacuation procedures; and (iii) notifying emergency service organisations at the earliest opportunity; and (iv) medical treatment and assistance; and (v) effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace;	WHS Reg S. 43 (1)(a)	Pages 27 & 28	Non-compliant	Pages 27 & 28 - identifies three potential emergencies that could be encountered whilst undertaking the works as (Fire, medical, environmental spill) Has two scenarios for emergency management, one where [REDACTED] are not the principal contractor and one where they are. References another procedure from the HSE manual to be implemented where they are the principal contractor. Not included in the copy received. Nothing in the document referencing evacuation procedures or notifying emergency services. Nothing for communicating between PCBU's

L	testing of the emergency procedures, including the frequency of testing	WHS Reg S. 43 (1)(b)	Page 28	Compliant with observations	Has two scenarios for being and not being the PC and if a scenario has been run or not.
L	information, training and instruction to relevant workers in relation to implementing the emergency procedures	WHS Reg S. 43 (1)(c)	Pages 27 & 28	Non-compliant	No emergency response plans provided. Not sure how workers can be trained without written procedures about how to respond in the identified emergency situations. No emergency wardens identified in the Project Health and Safety Management Positions. Does have that project managers/supervisors will be Chief Emergency Warden and leading hands and foreman will be emergency wardens
L	provide the personal protective equipment to workers at the workplace, unless the personal protective equipment has been provided by another person conducting a business or undertaking	WHS Reg S. 44(2)	Pages 13 & 14	Compliant	
L	PCBU directs the carrying out of work must ensure that personal protective equipment provided is selected to minimise risk to health and safety	WHS Reg S. 44(3)(a)	Pages 13 & 14	Compliant	
L	maintained, repaired or replaced so that it continues to minimise risk	WHS Reg S. 44(3)(b)	Pages 13 & 14	Compliant	
L	used or worn by the worker	WHS Reg S. 44(3)(c)		Compliant with observations	Will need to check the site inspection checklist to see if this is covered
L	provide the worker with information, training and instruction in the proper use and wearing of PPE	WHS Reg S. 44(4)(a)		Compliant with observations	Please provide the Health, Safety & Environmental (HSE) Manual - Chapter 8 'Safe Work Practices - Physical & Chemical Hazards' and the XXXX Clothing and PPE Policy
	the storage and maintenance of PPE	WHS Reg S. 44(4)(b)		Please Select...	As above
L	Exposure standards are not exceeded	WHS Reg S. 49		Please Select...	Not applicable to this project
L	Air Monitoring if not certain	WHS Reg S. 50		Please Select...	Not applicable to this project
L	manage risks to health and safety associated with a hazardous atmosphere	WHS Reg S. 51		Please Select...	Not applicable to this project
L	Manage risks associated with an object falling on a person if the object is reasonably likely to injure	WHS Reg S. 54		Please Select...	Not applicable to this project
L	risks to health and safety associated with a fall by a person from 1 level to another that is reasonably likely to cause injury to the person or any other person.	WHS Reg S. 78		Please Select...	Not applicable to this project
L	the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage	Construction Work COP S. 5.2, WHS Reg S. 53		Non-compliant	Nothing found in the document for this requirement. After discussion, there will be painting and potentially patching.
	the storage, movement and disposal of construction materials and waste at the workplace	WHS Reg S.315 (a)		Non-compliant	Nothing found in the document
	The safe use and storage of plant	Construction Work COP S. 5.2 WHS Reg S. 315 (b)		Please Select...	Not applicable to this project

	the development of a construction project traffic management plan	Construction Work COP S. 5.2 WHS Reg S. 315 (c)		Please Select...	Not applicable to this project
	getting and providing essential services information	Construction Work COP S. 5.2 WHS Reg S. 315(d)		Non-compliant	Believe it is part of the contracted scope of works.
	workplace security and public safety	Construction Work COP S.	Page 21 Section 10.1 - Visitor safety	Non-compliant	No information on site security or maintaining public safety
	ensuring workers have appropriate licences and training to undertake the construction work	Construction Work COP S.	Pages 20 & 21	Compliant with observations	Asbestos awareness, silica awareness and working safely with asbestos are not listed as required competencies.
General Comments					
e.g. Section 1.1 Para 2 - The legislative reference is incorrect. This should reference WHS Reg Section 310 - WHS management plan—duty to inform. Observation.					
Page 3 - None of the Mandatory attachments listed were provided in the copy received.					
Contract was executed December 2024, but the WHSMP for this project has the plan approved on 2/5/23? How is this document a project specific WHSMP?					
WHSMP has not been signed.					
Page 4 - States site copy was issued 6/8/24, yet contract wasn't enacted until December 2024?					
No risk register included in the WHSMP. No registers included in the WHSMP(Training register, plant and equipment register, dangerous substances register, SWMS register etc)					
A WHSMP is required to be produced by the principal contractor for use on a construction project, yet at multiple points throughout the document, it references providing information to the principal contractor.					
Page 20 section 10.0 - No mention of CHS induction, no mention of project site induction.					

Removal of 110v DC switchboard ward 3B



Content Type

Item



Task Start Date

14/04/2025



Task End Date

14/04/2025



Company

Enter value here



Company/Trade *



Current ID *



Work Type

Project



Task Observed *

Removal of 110v DC switchboard ward 3B



Work Order or Contract Number

Enter value here



DISST Number (if applicable)

R25-031



Health Project Representative *

Cassells, Nicholas



Works Governance

FM



SWMS *

Yes



Risk Assessment *

Yes



PPE *

Safety boots only listed as mandatory in SWMS. Observed both workers wearing safety boots.



Tools, Plant and Equipment *

Tools OK

Ladder in date of last inspection

Multimeter needs calibration



Hazards observed *

Spotter used to keep public and staff away from work zone. signage and barricades in place.
Evidence of effective consultation observed.



Comments

workers are compliant on Rapid, however, did not sign in today.

Evidence of effective consultation was sighted.

SWMS was in place and sign into by all workers.

Observed LOTO in place for level 3 DC system

[See more](#)

Findings

Workers did not sign in today.
 Safety data sheet was not where the product is used.
 Observed direct supervision of apprentice.
 Electrical licence sighted.



Recommended actions

Advised workers to sign in everyday using the QR code.
 Multimeter to be calibrated at earliest opportunity and then annually ongoing
 Safety Data Sheet to be where the product is used and stored.



Does the SWMS state the hazards relating to the high risk construction work and the risks associated with those hazards



Does the SWMS describe the control measures to be used to control the risk?



Does the SWMS describe how the control measures are to be monitored and reviewed?



Does the SWMS reference a WHS Management plan for a construction project, if applicable?



Is the SWMS easy to read and understand?



Is the SWMS site specific?



Report Author *

Keevers, Shannon



Are the Workers signed onto site and compliant with Rapid? *



Has a Pre-Start been carried out and is it consistent with the work? *

Yes



Are clinical and building-specific requirements adhered to? *

Yes



Have the training requirements been confirmed and do they meet requirements? (e.g.HRWL) *

Yes



Electrical equipment condition, use and testing

Yes



Chemical handling and use including PPE

Yes



Emergency equipment and location

Yes



Lighting in area is sufficient

Yes



Apprentices are adequately supervised and managed

Yes



Dust and Silica Management has been met

N/A



Task Observation Date *

14/04/2025



Contractors/Worker Names *

[REDACTED]



Attachments

Add or remove attachments

Staff Incident ID: 1392764

AGS/ ID Number:	.	Related Incident ID:	
First Name:	Shannon	Surname:	Keevers
Gender:	Male		
Date of Birth:		Age:	
Contact Number:			
Job Title:	Director, Infrastructure Safety and Risk		
Is this a Student/Volunteer Incident?:			
Is this a contractor incident?:	Yes	Contractor Company:	Other
Details of Other:			
Has the ACT Health Contractor Induction been completed?:	No	Induction Date:	
Incident Type (Hazard, Incident):	Hazard	Has a staff injury been sustained?:	No
Incident Date:	19 Mar 2025	Incident Time:	12:00
Notification Date:	14 Apr 2025	Notification Time:	16:01
Total days to report (days):	26.2	Work Start Time:	
Provide a brief Summary of the incident?:	Two workers were observed using the same ladder to work at height in a ward space by a visitor. The visitor made contact with the consumer feedback team to make a complaint.		
Provide more details of the incident?:	The workers were identified by their uniform and we were able to identify that they were undertaking a project on site for the minor works team		
Incident Outline:	Staff member report two workers were observed using the same ladder to work at height in a ward space by a visitor.		
Body Part Affected:	None		
Body Part Most Affected:	None		
Is this incident related to a breach to Nurse/Midwife to patient ratios?:			
Does this incident involve a potential COVID exposure to you or other staff?:	No	How much time was lost:	No Injury received, It was a hazardous situation
Are there any risk controls that you would recommend to prevent / manage these types of incidents?:	No		
Provide Details:			
Treatment Required:	No		
Treatment given:			
Details of Other (Treatment):			
Is a claim for workers compensation required?:	No		
Details (Return to work):			
What task was being performed at the time of the incident?:	replacement of 110Volt DC emergency lights		
Have you recieved specific training in the task/work being performed at the time of the accident/incident?:	Yes	Training recieved:	Vocational/task-specific training
Details of Other Training:			
Was personal protective equipment being worn?:	Yes	Details of PPE used:	Footwear
Other PPE Details:			
Were there any witnesses?:	Yes		
Witness #1 Name:		Witness # 1 Phone:	
Does the incident involve claimed Violence/Aggression/Discrimination or Bullying/Harassment?:	No	Type of claimed Violence/Aggression/Bullying/Harassment/Discrimination:	
Cause of Violence or Abuse:			
Form of violence/aggression or bullying/harassment:			
Discrimination Involved (i.e. source)?:			
Alleged form of discrimination:			
Has this happened before (reoccurrence)?:	No	Details of Other (discrimination):	
Name of alleged perpetrator:			
Gender of alleged perpetrator:			
Physical Location:	Level 10 - Ward 10A	Details of other gender:	
Work Unit:	HCHS 66513		
		Division:	Infrastructure and Health Support Services

Section: Infrastructure Management and Maintenance Recurrent

Sub Section: HIP Program Safety

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Manager name: Shannon Keevers

Manager phone: [REDACTED]

The reporter is: The Manager

Reporter's Name: Shannon Keevers

Reporter's Position: Director

Details of other (position):

Provide a thorough investigation of the incident: The workers were identified and the parent company informed. The workers were reminded of ladder safety requirements and toolboxed. ISAR and the Minor works team have met with the company's officers twice in relation to this and regular safety discussions continue to be had. An increased presence of ISAR conducting task observations is also in place for this project.

Who completed the investigation?: Shannon Keevers

Review Date: 14 November 2024

What control measures have been put in place?: ISAR and the Minor works team have met with the company's officers twice in relation to this and regular safety discussions continue to be had. An increased presence of ISAR conducting task observations is also in place for this project.

Managers Additional comments:

Was there a Dangerous Substance involved in the incident?: No

Name of the Dangerous Substance:

Is this a WorkSafe ACT Notifiable Incident?: No

How much of the Dangerous Substance was involved?:

Was the site preserved?: No

WorkSafe ACT Notification Date:

WorkSafe ACT Notification

Method:

Persons Position:

Name of the person who notified:

Name of inspector spoken to:

Deceased: No

Police Notified?: No

Police Notification Date:

Police Notification Time:

Name of Officer Notified:

Police Job Number:

De-Identified Information:

Classification

CMD Status: Transfer

Mechanism of Incident : GROUP 9A - Other and unspecified

Subcategory of Mechanism of Incident: 99 Unspecified mechanisms of incidents

Risk Rating: M

Potential Risk Rating:

Notifiable Incident: No

NIR Attached: No

Notifiable Incident Type:

Dangerous Incident:

Investigation/Findings adequate?: Yes

Controls adequate report: Yes

Hierarchy of Control: Administrative Controls

Needlestick/sharp/splash/scratch/bite Incident: No

Security Related Incident: No

Property Management & Maintenance: No

Cleaning/Waste Environmental: No

Fire/Emergency/Evacuations/Parting/Fleet: No

Food Services: No

Bio-Medical: No

Radiation/Medical Physics: No

Serious Security Related Incident: No

Infection Control: No

Significant Incident Level:

Significant Incident Type:

SI Details:

Is this a Dangerous Substances Related?: No

What was the route of potential exposure?:

Details of other:

Journal Entries

Documents

No Attached Documents.

- End of Record -