

Mirvac Real Estate Pty Ltd

Confined Spaces Assessment

664 Collins Street, Melbourne, Victoria 3000

22 August 2025

Project Ref: 754-SYDEN364426 – 664 Collins St Confined Space Report 2025



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CONFINED SPACES ASSESSMENT

Prepared for
Mirvac Real Estate Pty Ltd

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22 August 2025

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Quality information

Revision history

Revision	Description	Date	Originator	Reviewer	Approver
R00	Final	22/08/2025	Phoebe Quessy	Ben McCann	Ben McCann

Distribution

Report Status	No. of copies	Format	Distributed to	Date
R00 Final	1	PDF	Mirvac Real Estate Pty Ltd	22/08/2025

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EXECUTIVE SUMMARY

Tetra Tech Coffey Pty Ltd (Tetra Tech) was commissioned by Mirvac Real Estate Pty Ltd (the client) to conduct a confined spaces assessment at 664 Collins Street, Melbourne, Victoria 3000. Phoebe Quessy of Tetra Tech carried out the audit 7th July 2025. For the purpose of this audit, the principal definition of a confined space is that described in the *Occupational Health & Safety Regulations 2017 (VIC)*.

Identified confined spaces were not entered by personnel at the time of the assessment, therefore the risk assessments contained in this report are limited to general observations made. A more detailed space specific risk assessment is required prior to entering any confined spaces identified in this report.

Assessment Findings

The following findings are based on the site inspection, discussions with site personnel, and review of relevant documentation:

- A total of 5 confined spaces were identified at the site.
- The majority of the spaces were appropriately signposted, however the grease trap in the L2 Grease Trap Room was not signposted.
- The one of the access hatches to the DCW water tank in the Level 4 Tank Room was open at the time of the inspection.
- All confined spaces appeared to be appropriately secured from unauthorised access or within secure areas at the time of the assessment.
- The Mirvac Confined Space Entry Permit was made available for review. This included a requirement for the isolation of plant and services associated with confined spaces prior to any entry occurring.

Note: Refer to **Appendix A** for the confined space register and **Appendix C** for photographs.

Recommended Actions

The following actions are recommended, based on the above findings:

- Ensure a task specific risk assessment is conducted within the space prior to commencing any works.
- Install confined space signage adjacent to the grease trap within the L2 Grease Trap Room. Ensure the signage complies with *AS 2865:2009 Confined Spaces*, Section 3.2.2. Refer to **Appendix D** for examples of confined space safety signage.
- Ensure that the access hatch to the DCW water tank in the Level 4 Tank Room is closed.
- Ensure all staff and contractors working within areas containing confined spaces at the site are provided with appropriate information, instruction and training to ensure they are able to work safely in these areas. It is recommended that this be managed within the site induction.
- Although it was not possible to access the spaces at the time of the inspection, they have been deemed to be a confined space (in order to take a precautionary approach) and should continue to be treated as such until confirmed as otherwise.
- Avoid entering the confined spaces if possible e.g. conduct cleaning/maintenance activities from outside etc.
- Ensure that the person responsible for the confined space work issues an entry permit prior to any persons entering the confined space.
- Ensure task specific emergency rescue procedures and equipment are available and readily accessible during any confined space work.

- All works and access in relation to confined spaces must be undertaken in accordance with the *Occupational Health & Safety Regulations 2017 (VIC)*, the *Compliance Code: Confined Spaces (WorkSafe Victoria, 2019)* and *AS 2865:2009 Confined Spaces*.
- Tetra Tech is able to assist the client to implement the above recommended actions.

1. INTRODUCTION

Tetra Tech Coffey Pty Ltd (Tetra Tech) was commissioned by Mirvac Real Estate Pty Ltd (the client) to conduct a confined spaces assessment at 664 Collins Street, Melbourne, Victoria 3000. Phoebe Quessy of Tetra Tech carried out the audit on 7th July 2025. For the purpose of this audit, the principal definition of a confined space is that described in the *Occupational Health & Safety Regulations 2017 (VIC)*.

Identified confined spaces were not entered by personnel at the time of the assessment, therefore the risk assessments contained in this report are limited to general observations made. A more detailed space specific risk assessment is required prior to entering any confined spaces identified in this report.

1.1 Site Description

The site consisted of a 10 level (approximately 26,476m²) office building, constructed in 2018. The building was occupied at the time of the assessment.

2. SCOPE

The objective of the Confined Spaces Assessment was to identify and assess confined spaces at the site, and manage the associated risks to the health and safety of site occupants (including workers, students, visitors and contractors). The assessment included a physical inspection of accessible areas of the site, as well as discussions with relevant site personnel, and a review of relevant systems/documentation.

1.2 Inaccessible Areas

The following areas were not accessible during the inspection:

- Within confined spaces, voids and ceiling spaces.
- Within plant and machinery.
- Lift shafts and pits.
- Below cars and stored items.
- Occupied rooms and tenanted areas.
- Roof areas.

3. WHAT IS A CONFINED SPACE?

The *Occupational Health & Safety Regulations 2017 (VIC)* defines a confined space as a space in any vat, tank, pit, pipe, duct, flue, oven, chimney, silo, reaction vessel, container, receptacle, underground sewer or well, or any shaft, trench or tunnel or other similar enclosed or partially enclosed structure, if the space:

- a) is, or is intended to be, or is likely to be, entered by any person; and
- b) has a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space; and
- c) is, or is intended to be, at normal atmospheric pressure while any person is in the space; and
- d) contains, or is intended to contain, or is likely to contain:
 - (i) an atmosphere that has a harmful level of any contaminant; or
 - (ii) an atmosphere that does not have a safe oxygen level, or
 - (iii) any stored substance, except liquids, that could cause engulfment.

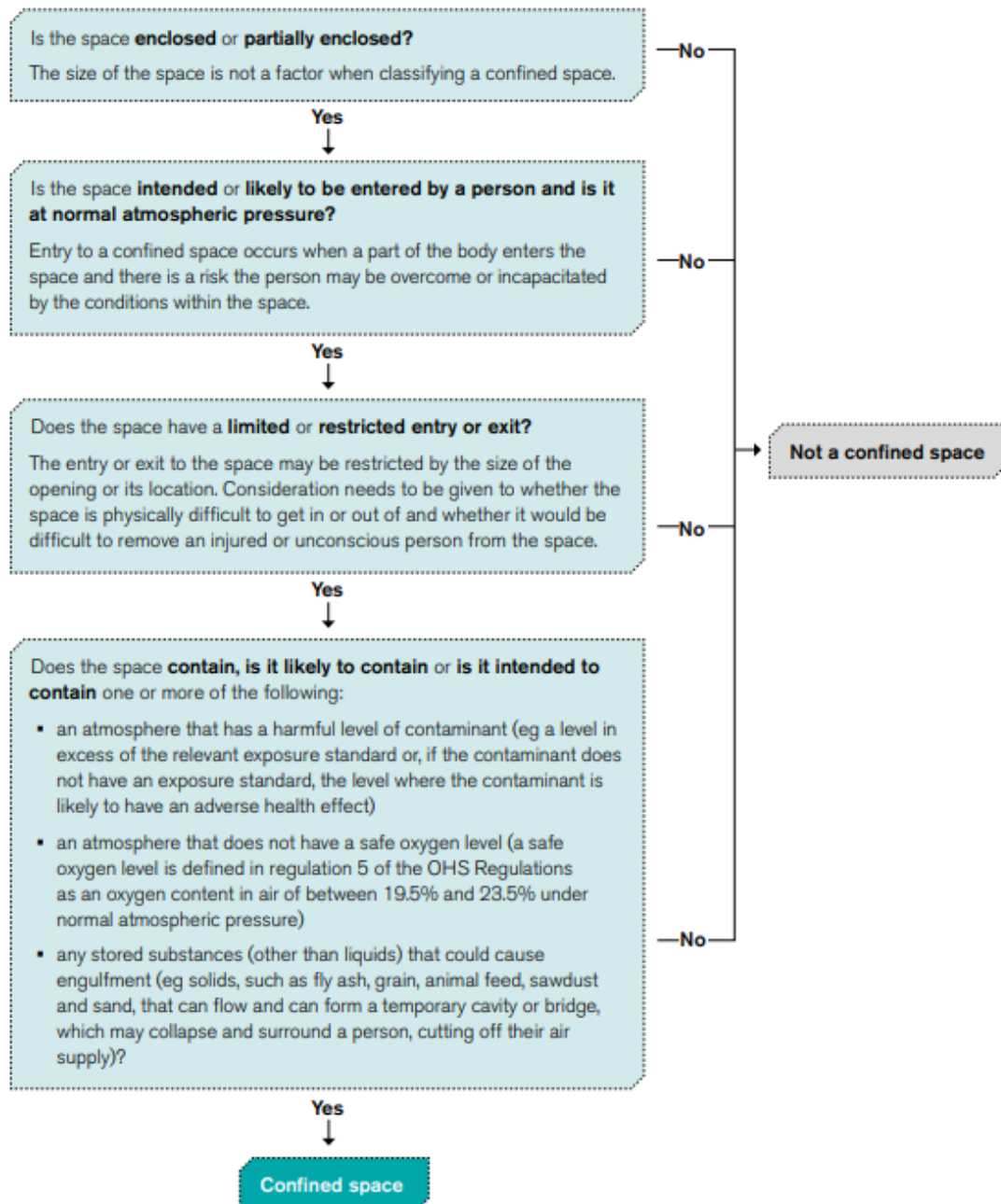
Note: The above definition does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine.

Section 55 (1) of the *Occupational Health & Safety Regulations 2017 (VIC)* states that ‘an employer must so far as is reasonably practicable, identify all hazards associated with work in a confined space.

Section 56 (1) of the *Occupational Health & Safety Regulations 2017 (VIC)* states that ‘an employer must so far as is reasonably practicable, eliminate any risk associated with work in a confined space.

Section 54 of the Regulations also state that the requirements relating to confined spaces within the Regulations refer to confined spaces that are under the employers management or control. For this reason, confined spaces that are identified on site but that fall under the management or control of another employer may not be included in this report. Examples of such confined spaces include storm water drains and sewer pits (managed by the local water authority), and underground electrical substations (managed by the local power authority).

Further explanation of a confined space definition is explained in the figure below:



Source: Compliance Code: Confined Spaces 2019

4. RISK ASSESSMENT

Risk assessments have been conducted for each confined space identified on site. The risk assessments considered the nature of the confined space, including its location, frequency of entry, work performed, the nature of the potential hazards present and the controls currently in place. Each identified potential hazard was risk assessed, based on the likelihood of an event occurring, and the consequence or outcome of that event in general terms. An overall risk rating of Low, Medium, High, Very High or Extreme was then assigned to each hazard using the provided risk assessment matrix (refer to Risk Matrix below). The assessment of the risk is a subjective assessment and is to be used for guidance purposes in relation to selecting and implementing corrective actions.

Risk Matrix					
LIKELIHOOD	CONSEQUENCE				
	Insignificant (No injuries)	Minor (First aid only)	Moderate (Medical treatment)	Major (Extensive injuries, loss of production)	Catastrophic (Fatality / permanent disability)
Almost Certain (Expected in most circumstances)	Medium	High	Very High	Extreme	Extreme
Likely (Will probably occur in most circumstances)	Medium	High	Very High	Extreme	Extreme
Possible (Might occur at some time)	Low	Medium	High	Very High	Extreme
Unlikely (Not likely to occur)	Low	Low	Medium	High	Very High
Rare (May occur only in exceptional circumstances)	Low	Low	Medium	High	High

Where the hazards associated with work in particular confined spaces are similar in nature, a group risk assessment has been prepared. Separate space specific risk assessments will be prepared for any confined spaces identified as having unique hazards or risks that are different to the group risk assessment.

Refer to **Appendix B** for confined space risk assessments.

5. FINDINGS

The following findings are based on the site inspection, discussions with site personnel, and review of relevant documentation:

- A total of 5 confined spaces were identified at the site.
- The majority of the spaces were appropriately signposted, however the grease trap in the L2 Grease Trap Room was not signposted.
- The one of the access hatches to the DCW water tank in the Level 4 Tank Room was open at the time of the inspection.
- All confined spaces appeared to be appropriately secured from unauthorised access or within secure areas at the time of the assessment.

Note: Refer to **Appendix A** for the confined space register and **Appendix C** for photographs.

6. RECOMMENDED ACTIONS

The following actions are recommended, based on the above findings:

- Ensure a task specific risk assessment is conducted within the space prior to commencing any works.
- Install confined space signage adjacent to the grease trap within the L2 Grease Trap Room.
- Ensure that the access hatch to the DCW water tank in the Level 4 Tank Room is closed.
- Ensure the signage complies with *AS 2865:2009 Confined Spaces*, Section 3.2.2. Refer to **Appendix D** for examples of confined space safety signage.
- Ensure a confined space entry permit system is available for the site and appropriately implemented. The permit should include space for details regarding plant and service isolations, space specific risk assessment, atmospheric testing results, risk control measures to be utilised, PPE required, and emergency rescue procedures.
- Ensure the confined space entry permit includes a procedure for the isolation and tag out of plant and services associated with work in confined spaces.
- Ensure all staff and contractors working within areas containing confined spaces at the site are provided with appropriate information, instruction and training to ensure they are able to work safely in these areas. It is recommended that this be managed within the site induction.
- Although it was not possible to access the spaces at the time of the inspection, they have been deemed to be a confined space (in order to take a precautionary approach) and should continue to be treated as such until confirmed as otherwise.
- Avoid entering the confined spaces if possible e.g. conduct cleaning/maintenance activities from outside etc.
- Ensure that the person responsible for the confined space work issues an entry permit prior to any persons entering the confined space.
- Ensure task specific emergency rescue procedures and equipment are available and readily accessible during any confined space work.
- All works and access in relation to confined spaces must be undertaken in accordance with the *Occupational Health & Safety Regulations 2017 (VIC)*, the *Compliance Code: Confined Spaces (WorkSafe Victoria, 2019)* and *AS 2865:2009 Confined Spaces*.
- Tetra Tech is able to assist the client to implement the above recommended actions.

7. REFERENCES

- *Occupational Health & Safety Act, 2004 (VIC)*.
- *Occupational Health & Safety Regulations, 2017 (VIC)*.

- *Compliance Code: Confined Spaces (WorkSafe Victoria, 2019).*
- *Australian Standard 2865:2009 Confined Spaces.*

8. LIMITATIONS

This report and the associated services performed by Tetra Tech are in accordance with the scope of services set out in the contract between Tetra Tech and the Client. The scope of services was defined by the requests of the Client, by the time and budgetary constraints imposed by the Client, and by the availability of access to the site.

Tetra Tech derived the data in this report primarily from visual inspections, examination of available records, and interviews with individuals with relevant information about the site. In preparing this report, Tetra Tech has relied upon, and presumed accurate, certain information (or absence thereof) provided by government authorities, the Client and others identified herein. Except as otherwise stated in the report, Tetra Tech has not attempted to verify the accuracy or completeness of any such information.

No warranty, undertaking, or guarantee, whether expressed or implied, is made with respect to the data reported or to the findings, observations, and recommendations expressed in this report. Furthermore, such data, findings, observations, and recommendations are based solely upon existence at the time of the assessment. The passage of time, manifestation of latent conditions or impacts of future events (e.g. changes in legislation, scientific knowledge, land uses, etc.) may require further investigation at the site with subsequent data analysis and re-evaluation of the findings, observations, and recommendations expressed in this report.

This report has been prepared on behalf of and for the exclusive use of the Client, and is subject to and issued in connection with the provisions of the agreement between Tetra Tech and the Client. Tetra Tech accepts no liability or responsibility whatsoever and expressly disclaims any responsibility for or in respect of any use of or reliance upon this report by any third party or parties. It is the responsibility of the Client to accept if the Client so chooses any recommendations contained within and implement them in an appropriate, suitable and timely manner.

APPENDIX A: CONFINED SPACES REGISTER

Confined Spaces Assessment

Confined Spaces Register								
Space ID	Type	Level	Location / Comments	Secure	Signage	Dimensions (approx.)	Risk Assessment	Photo
001	Grease Trap	2	Grease Trap Room	Yes	No	9m ³	A	01
002	Water Tank	3	Fire Pump Room, fire water tank	Yes	Yes	30m ³	B	02
003	Water Tank	4	Tank Room, rain water tank	Yes	Yes	50m ³	B	03
004	Water Tank	4	Tank Room, DCW buffer tank #1	Yes	Yes	80m ³	B	04 - 05
005	Grease Trap	4	Grease Trap Room	Yes	Yes	5m ³	A	06

APPENDIX B: CONFINED SPACE RISK ASSESSMENTS

Confined Spaces Assessment

Risk Assessment A: Grease Trap		
Does the space meet the requirements of a Confined Space? (If the answer to A, B, C and at least one part of D is yes, then the space is a confined space and requires a risk assessment).		YES
A. Is the space intended to be, or is likely to be, entered by any person?		YES
B. Does the space have a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space?		YES
C. Is the space intended to be at normal atmospheric pressure while any person is in the space?		YES
D. Does the space contain, or is intended to contain, or is likely to contain: - an atmosphere that has a harmful level of any contaminant? - an atmosphere that does not have a safe oxygen level? - any stored substance, except liquids, that could cause engulfment?		YES YES NO
Works to be completed:	Unknown. Presumed maintenance and/or inspection activities.	
Comments:	The purpose of the pit is unknown. Access within the space was not available at the time of assessment.	
Hazard Types	Risk Rating	Recommended Actions
Restricted entry and egress in an emergency	H	Wear a safety harness and remain connected to a lifeline at all times. Ensure the standby person remains in constant contact with person(s) entering the space.
Oxygen deficiency whilst work in progress	VH	Monitor the atmosphere within the space prior to entering. Only enter the space if oxygen levels are within the safe range (19.5% to 23.5%). Ventilate the space if required. Continually monitor the atmosphere within the space during entry.
Build-up or excess of vapours such as hydrogen sulphide (H ₂ S) or carbon monoxide (CO) to concentrations above the workplace exposure standards (WES)	VH	Monitor the atmosphere within the space prior to entering. Purge and ventilate the space if required. Continually monitor the atmosphere within the space during entry.
Build-up of organic vapours to within explosive limits	VH	Monitor the atmosphere within the space prior to entering. Purge and ventilate the space if required. Only enter the space if the concentration of any flammable vapours is less than 5% of its lower explosive limit. Continually monitor the atmosphere within the space during entry. Ensure no ignition sources are located within or introduced into the space.
Airborne dust concentrations above the WES	L	No action required.
Radiation (non-ionising and ionising)	L	No action required.
Noise generated at levels above 85 dB(A)	L	No action required.

Hazard Types	Risk Rating	Recommended Actions
Uncontrolled introduction of substances (e.g. steam, water, gases etc.)	VH	Isolate all services within the space.
Engulfment	E	Isolate all inflow pipes into the space. Wear a safety harness and remain connected to a lifeline at all times.
Manual handling of covers, lowering equipment into pits	L	No action required.
Mechanical hazards (e.g. entanglement, crushing, cutting, etc.)	L	No action required.
Skin contact with hazardous substances and surface contaminants	M	Wear appropriate PPE (e.g. gloves, long sleeve shirt and pants, boots and eye wear).
Slips and trips	H	Wear slip resistant boots.
Falls from height	L	No action required.
Electrical hazards	M	Portable electrical equipment should be protected through an RCD, located outside of the space.
Biological hazards (e.g. E-coli)	M	Wear appropriate PPE (e.g. gloves, long sleeve shirt and pants, boots and eye wear). Wash hands and face after exiting the space.
Lack of lighting	M	Use appropriate and safe temporary lighting and/or torch within the space.
Heat and cold stress	L	No action required.
General Recommendations		
- Avoid entering the confined space if possible e.g. conduct cleaning activities from outside etc. - Ensure access to the confined space remains secure at all times. - Only authorised personnel are to access the confined space. - All works and access in relation to confined spaces must be undertaken in accordance with AS 2865-2009. - Ensure that the person responsible for the confined space work issues an entry permit prior to any persons entering the confined space. - Ensure contractors are appropriately trained to undertake confined space entry and standby duties. - Ensure site specific emergency rescue procedures and equipment are available and readily accessible during any confined space work. - Ensure suitable PPE is available and appropriately maintained. - Ensure a task specific risk assessment is conducted within the space prior to commencing any works. - Although it was not possible to access the space at the time of the assessment, it has been deemed to be a confined space (in order to take a precautionary approach) and should continue to be treated as such until confirmed as otherwise.		

Risk Assessment B: Water Tank		
Does the space meet the requirements of a Confined Space? (If the answer to A, B, C and at least one part of D is yes, then the space is a confined space and requires a risk assessment).		YES
A. Is the space intended to be, or is likely to be, entered by any person?		YES
B. Does the space have a limited or restricted means for entry or exit that makes it physically difficult for a person to enter or exit the space?		YES
C. Is the space intended to be at normal atmospheric pressure while any person is in the space?		YES
D. Does the space contain, or is intended to contain, or is likely to contain: - an atmosphere that has a harmful level of any contaminant? - an atmosphere that does not have a safe oxygen level? - any stored substance, except liquids, that could cause engulfment?		NO YES NO
Works to be completed:	Cleaning and maintenance activities.	
Comments:	Access to space is restricted. No access gained during assessment.	
Hazard Types	Risk Rating	Recommended Actions
Restricted entry and egress in an emergency	VH	Wear a safety harness and remain connected to a lifeline at all times. Ensure the standby person remains in constant contact with person(s) entering the space.
Oxygen deficiency whilst work in progress	E	Monitor the atmosphere within the space prior to entering. Only enter the space if oxygen levels are within the safe range (19.5% to 23.5%). Ventilate the space if required. Continually monitor the atmosphere within the space during entry.
Build-up or excess of vapours such as hydrogen sulphide (H ₂ S) or carbon monoxide (CO) to concentrations above the workplace exposure standards (WES)	L	No action required.
Build-up of organic vapours to within explosive limits	L	No action required.
Airborne dust concentrations above the WES	L	No action required.
Radiation (non-ionising and ionising)	L	No action required.
Noise generated at levels above 85 dB(A)	M	Wear appropriate hearing protection PPE when accessing plant rooms (required for access to the space).
Uncontrolled introduction of substances (e.g. steam, water, gases etc.)	VH	Isolate all inflow pipes into the space.
Engulfment	E	Isolate all inflow pipes into the space. Wear a safety harness and remain connected to a lifeline at all times.

Hazard Types	Risk Rating	Recommended Actions
Manual handling of covers, lowering equipment into pits	M	Use a winch or rope pulley system to lower equipment into the tank.
Mechanical hazards (e.g. entanglement, crushing, cutting, etc.)	L	No action required.
Skin contact with hazardous substances and surface contaminants	L	No action required.
Slips and trips	M	Wear slip resistant boots.
Falls from height	VH	Wear a safety harness and remain connected to a lifeline at all times.
Electrical hazards	M	Portable electrical equipment should be protected through an RCD, located outside of the space.
Biological hazards (e.g. E-coli)	M	Wear appropriate PPE (e.g. gloves, long sleeve shirt and pants, boots and eye wear). Wash hands and face after exiting the space.
Lack of lighting	H	Use appropriate and safe temporary lighting and/or torch within the space.
Heat and cold stress	L	No action required.
General Recommendations		
• Avoid entering the confined space if possible e.g. conduct cleaning activities from outside etc. • Ensure access to the confined space remains secure at all times. • Only authorised personnel are to access the confined space. • All works and access in relation to confined spaces must be undertaken in accordance with AS 2865-2009. • Ensure that the person responsible for the confined space work issues an entry permit prior to any persons entering the confined space. • Ensure contractors are appropriately trained to undertake confined space entry and standby duties. • Ensure site specific emergency rescue procedures and equipment are available and readily accessible during any confined space work. • Ensure contractor safe work method statement (SWMS) addresses working at heights issues. • Ensure suitable PPE is available and appropriately maintained. • Ensure a task specific risk assessment is conducted within the space prior to commencing any works. • Although it was not possible to access the space at the time of the assessment, it has been deemed to be a confined space (in order to take a precautionary approach) and should continue to be treated as such until confirmed as otherwise.		

APPENDIX C: PHOTOGRAPHS

Confined Spaces Assessment



Photo 01. L2, Grease Trap Room, grease trap.

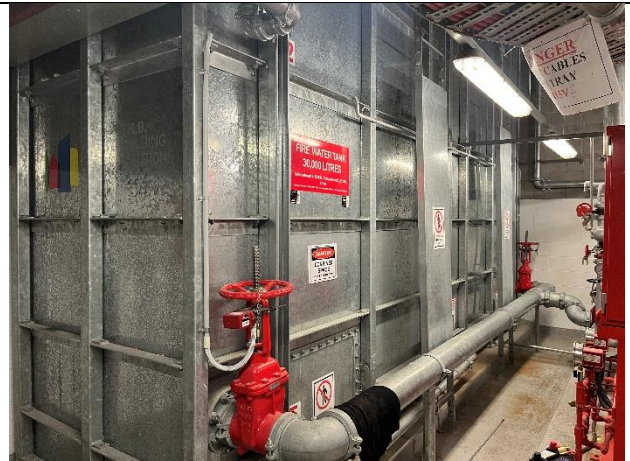


Photo 02. L3, Fire Pump Room, fire water tank.



Photo 03. L4, Tank Room, rain water tank.



Photo 04. L4, Tank Room, DCW buffer tank #1.



Photo 05. L4, Tank Room, DCW buffer tank #1, lid open

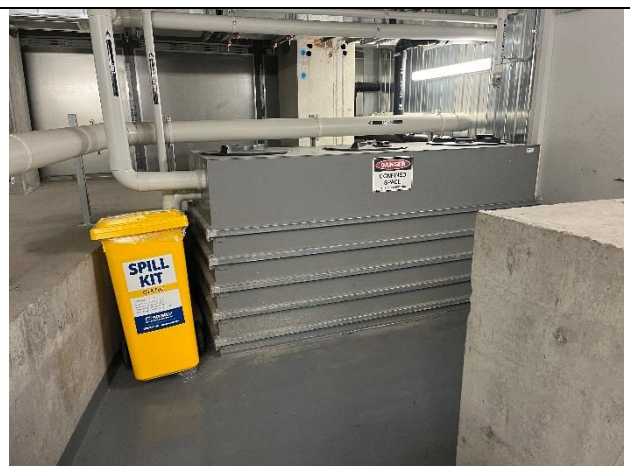


Photo 06. L4, Grease Trap Room, grease trap.

APPENDIX D: CONFINED SPACE SIGNAGE

Example A: Fixed confined space warning sign that can be established in a prominent position adjacent the confined space or on the access hatch.



Example B: Mobile confined space warning sign that can be established in a prominent position adjacent the confined space while works are in progress.

