Confined Space Register & Risk Assessment Report

AMP Capital

Bourke Place
600 Bourke Street,
Melbourne VIC

October 2019

RISKTECH Compliance

Confined Space Register & Risk Assessment

Report For	AMP Capital
Address	Bourke Place 600 Bourke Street, Melbourne VIC
Prepared By	Matthew Hyde, Consultant (RiskTech Compliance)
Date of Inspection	2 & 3 October 2019
Conferred With	Darren Hynes, Senior Facilities Managers

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Document Revision Record

File Name	Prepared By	Reviewed By	Issue No.	Issue Date
AMP Confined Space 600 Bourke Street Melbourne VIC Oct19	Matthew Hyde Senior Consultant	Bernard Day General Manager	1	5/11/19

Contents

1. Executive Summary

Scope

RiskTech Compliance was commissioned by AMP Capital to undertake a confined space survey to identify potential confined spaces at 600 Bourke Street, Melbourne VIC. Matthew Hyde, Senior Consultant of RiskTech Compliance conducted the site inspection on 2 & 3 October 2019.

Findings

The following is a summary of the types of confined spaces & restricted spaces including the number of each type of confined space identified on site:

Confined Space Type	No. Present	Labelled?	Secured?
Fire Water Tanks	10	Yes	Yes
Domestic Water Tanks	7	Yes	Yes
Diesel Fuel Tanks + Bund	3	Yes	Yes
Grease Traps	9	No	Yes
Storm Water Pit / Grates / Sumps	11	Yes	Yes
Sewer Sump Pit	4	Yes	Yes
Car Park Lift Sump Pit	1	Yes	Yes

Restricted Space Type	No. Present	Labelled?	Secured?
Boilers	3	Yes	Yes
Cooling Towers	6	Yes	Yes
Stair Pressure & Smoke Spill Fans	16	Yes	Yes
Air Shaft Risers	2	Yes	Yes
Car Park Wall Cavities	4 Levels	Yes	Yes
Ground Level Ceiling Cavity	1	Yes	Yes

- A total of 45 confined spaces were identified on the site, which the majority of spaces were appropriately labelled or signposted. However the grease traps on Basement Level 2 & Level 37 were not labelled as confined spaces.
- No access was given to diesel tanks on Basement Level 4.
- The majority of confined spaces identified on site appeared to be generally appropriately locked or secured to prevent unauthorised access at the time of inspection.
- It is understood that the works within confined spaces are generally performed by contractors and that AMP Capital personnel are not required to enter any confined space.
- The AMP Capital Confined Space Entry Permit system is utilised for the site. Sighted appropriate confined space permits completed by Chase Plumbing on 12/9/2019 for the water tank cleans. Other permits completed by Premo Fuel in March 2019 for the diesel tank access were also viewed.
- RiskTech Compliance understands that contractors will provide emergency response and rescue procedures and plans when confined space entries are undertaken on site. Sighted appropriate emergency rescue procedure and plan by Premo Australia for the fuel tank confined space entry undertaken in March 2019.

Recommendations

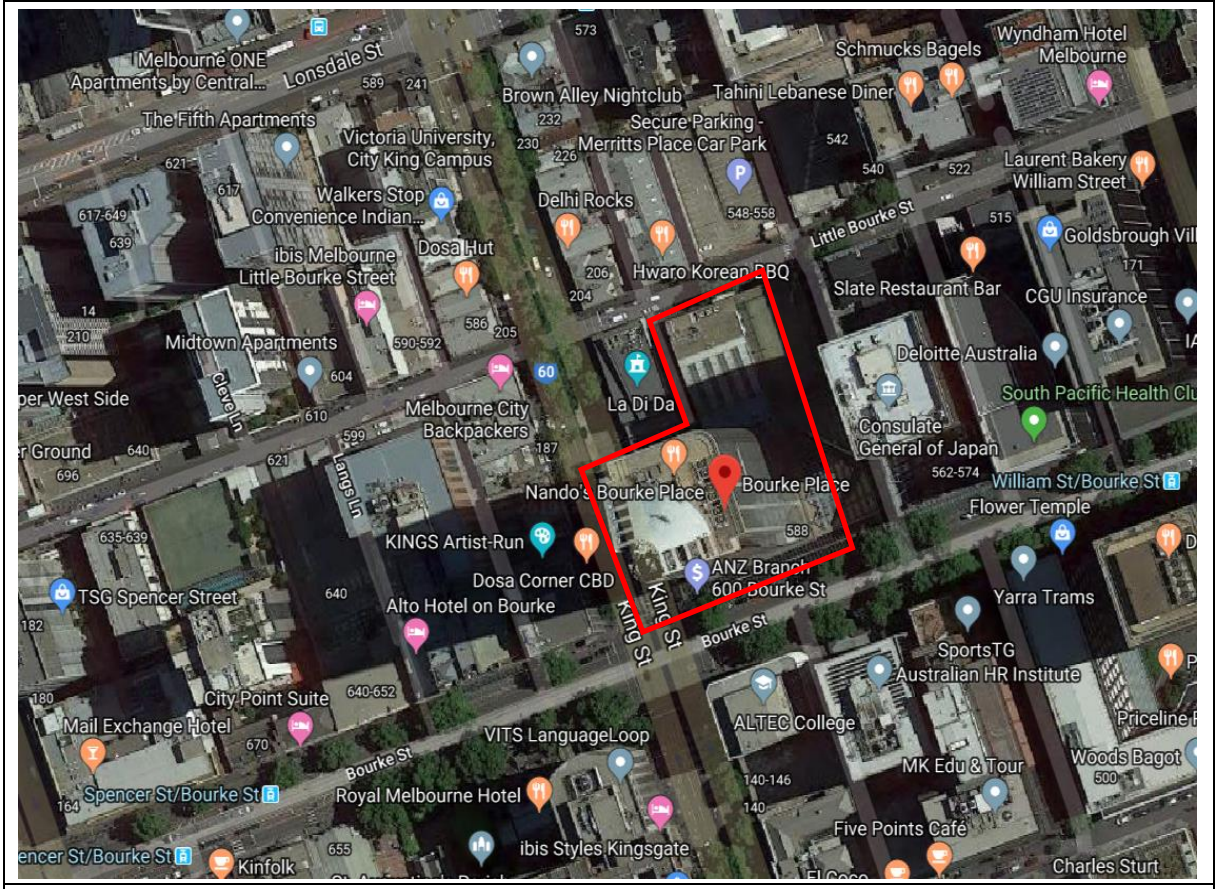
- Label all confined spaces identified on site that are not already labelled.
- Consider exchanging the confined space signage on the car park wall cavity entry points to 'Restricted Entry Authorised Personnel Only' signage if practical.
- Only confined space-trained contractors or employees should conduct work in identified Confined spaces on site.
- Ensure a risk assessment specific for the works that are being conducted is completed prior to entry into a confined space.
- Retain the Confined Space Register and Risk Assessment and all records on site and review/update.

2. Introduction

RiskTech Compliance was commissioned by AMP Capital to undertake a confined space survey to identify potential confined spaces at 600 Bourke Street, Melbourne VIC. Matthew Hyde, Senior Consultant of RiskTech Compliance conducted the site inspection on 2 & 3 October 2019.

2.1 Site Description

Site Address	Bourke Place 600 Bourke Street, Melbourne VIC
Construction Date	1990
Site Type	Commercial
Levels	53 Levels (including roof levels & basement car park levels)
Description	The site consists of a 53 Level commercial building located on the corner of Bourke & William Streets in Melbourne's CBD. The Roof Level is located on Level 53. Parking is provided in the basement of the building which is accessed via Little Bourke Street. Retail / food outlets are located on the Ground Level.



Site Location: 600 Bourke Street, Melbourne VIC

Image courtesy Google Maps 2019

3. Scope/Methodology

3.1 Scope

The principle objectives of this assessment were to:

- Inspect specific and representative accessible areas of the site to identify confined spaces;
- Identify the potential hazards that workers may be exposed to when entering those confined spaces; and
- Prepare a confined space register and conduct a risk assessment on each type of confined space and document the findings.

The site was occupied at the time of assessment and the assessment was conducted during normal business hours.

3.2 Methodology

Confined spaces were identified and assessed in accordance with:

- *VIC Occupational Health and Safety Regulations 2017, Division 3.4 Confined Spaces*;
- *Victorian Confined Spaces Compliance Code, 2018 (WorkSafe Victoria); &*
- *Australian Standard (AS) 2865:2009 – Confined Spaces*.

A confined space register for the site is included in **Appendix 1**, which contains the following information:

- Type of confined space (eg; sewer, stormwater drain, grease arrestor pit)
- Location of the confined space
- Assigned confined space number
- Photograph of the confined space, in most instances
- Whether the confined space is labelled or signposted

Following the identification of each type of confined space, a risk assessment was conducted which considered the nature of the confined space including the location, frequency of entry, work performed, the nature of the hazards and controls currently in place.

Risk assessments for each type of Confined Spaces are included in **Appendix 2**. It should be noted that these risk assessments are for guidance only and a job specific risk assessment must be undertaken prior to entering any confined space at the site.

A risk assessment of the types of confined space was undertaken, in which a risk rating of Low, Medium, High or Extreme was assigned to each hazard using the Risk Assessment Matrix located in **Appendix 3**. In addition, existing and recommended control measures are presented in the generic risk assessments.

The key hazards identified were assessed for each type of confined space, which were derived from the *Victorian Confined Spaces Compliance Code, 2018* and *AS 2865:2009 Confined Spaces*. The key hazards included restricted entry or exit, harmful airborne contaminants, unsafe oxygen level, fire and explosion, engulfment, uncontrolled introduction of substances, biological hazards, mechanical hazards, electrical hazards, skin contact with hazardous substances, manual tasks, radiation, environmental hazards, hazards outside the traffic hazards (eg; traffic hazards).

In undertaking a determination whether a space is a 'confined space' on site, each item must meet the definition criteria listed in a, b, c & at least one item in section d to be classified a Confined Space (Refer to Section 3.2.1).

Typical examples of confined spaces include (but not limited to):

- Storage tanks, tank cars, process vessels, pressure vessels, silos and other tank-like compartments;
- Pits and degreasers; &
- Pipes, sewers, sewer pump stations, wet and dry wells, shafts and tunnels.

3.2.1 Definition

Confined Space: 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.

But does not include a shaft, trench or tunnel that is a mine or is part of the workings of a mine.

VIC Occupational *Health & Safety Regulations* 2017

3.2.2 What is not a confined space?

- Places that are intended for human occupancy and have adequate ventilation, lighting and safe means of entry and exit, such as offices, plant / electrical switch rooms and workshops;
- Some enclosed or partially enclosed spaces that at particular times have harmful airborne contaminants but are designed for a person to occupy, for example abrasive blasting or spray painting booths; and
- Enclosed or partially enclosed spaces that are designed to be occasionally occupied by a person if the space has a readily and conveniently accessible means of entry and exit via a doorway at ground level such as fumigated containers, cool store accessed by a forklift, etc.

3.3 Legislative Requirements

The following key issues are outlined in the *VIC Occupational Health and Safety Regulations 2017*.

3.3.1 Risk Assessment

A written risk assessment needs to be carried out to manage the risk related to a confined space including risks associated with entering, working in/in the close vicinity of a confined space. The risk assessment must be carried out in accordance with Part 3.3 of the *Victorian Confined Spaces Compliance Code, 2018*.

A single or generic risk assessment may be carried out for a class of confined spaces in a number of different work areas or workplaces where the confined spaces are the same. A risk assessment must be carried out on individual confined spaces if there is any likelihood that a worker may be exposed to greater, additional or different risks.

3.3.2 Permit to Work

Employers must not allow a worker to enter a confined space to carry out work unless the person has issued a confined space entry permit for the work.

The permit must be completed in writing by a competent person and:

- Specify the confined space to which the permit relates;
- Record the names of persons permitted to enter the confined space and the period of time that the work will be carried out;
- Set out risk control measures based on the risk assessment; and
- Contains a space for an acknowledgement that work in the confined space has been completed and all workers have left the space.

The permit must be kept until the work is completed or if a notifiable incident occurs, for at least 2 years after the confined space work to which the permit relates is completed.

3.3.3 Working in Confined Spaces

Work in confined spaces must be carried out in accordance with *Part 4.3 of Division 3.4 of the VIC Occupational Health and Safety Regulations 2017, the Victorian Confined Spaces Compliance Code, 2018* and following the guidelines of *AS 2865:2009 Confined Spaces.*

Items to consider include:

- Isolation of potentially hazardous services prior to entry;
- Constant communication with workers entering the space;
- Monitoring of conditions within the space;
- Signage of spaces before and during entry to confined spaces;
- Purging of contaminants;
- Not introducing an ignition source; &
- Limiting the atmospheric concentrations of flammable gases and vapours.

3.3.4 Emergency Procedures

An employer must establish first aid and rescue procedures to be followed in an emergency and ensure those procedures are practiced as necessary to ensure that they are efficient and effective. The employer must also ensure that openings for entry and exit are of a sufficient size to allow emergency access, openings are not obstructed and any plant, equipment and personnel protective equipment provided for first aid or emergency rescue are maintained in good working order.

3.4 Limitations

At the time of the assessment, RiskTech Compliance were unable to visually inspect within the potential confined spaces identified on the site and judgement was made based on the markings on the gatic covers, location of the space and surrounding area and relevant information. These spaces were deemed to be confined spaces unless proven otherwise.

The nature of the hazards in most confined spaces is variable, depending on the presence of water or sludge and consequently it is recommended that all such locations be approached with caution prior to entry. Warnings should be provided to all workers prior to commencing work on any pit located on the site.

In addition, should any further potential confined spaces be identified on site, a risk assessment should be conducted in accordance with the above methodology and, if it is classified as a confined space, added to the register and appropriate controls implemented.

3.5 Discussion

The risks presented by the Confined Spaces at 600 Bourke Street, Melbourne VIC may be reduced by a number of control mechanisms put in place. These include:

- Confined Spaces Training for relevant employees (if any) and contracted personnel;
- Gas Detectors available on site;
- Confined Spaces Policy/Procedures (including emergency rescue procedures/plans);
- Confined Spaces Entry Permit; and
- Permit to Enter/Permit to Work

All employees and contractors who may enter a confined space are to be made aware of the following during induction/training:

- Do not enter the space unless absolutely necessary. That is, conduct work from outside the space wherever possible;
- Do not enter the space unless a Confined Space Entry Permit has been issued;
- Any task requiring the worker's head to enter the space should be conducted as confined space entry;
- Gas testing should occur in every confined space prior to entry, particularly where water or sludge is present; and
- Do not enter a confined space without an emergency/escape plan in place.

All workers (i.e. employees and/or contractors) who are required to perform confined space entry are to be provided with accredited confined space training by a Registered Training Organisation (RTO).

3.5.1 Labelling

It is best practice that all spaces identified as confined spaces are labelled in accordance with Section 3.2.2 of *AS2865:2009 Confined Spaces*.

It is noted, not all of the confined spaces were labelled on site.

3.5.2 Security

All identified confined spaces should have the means of entry secured from unauthorised entry via the use of a secure locking mechanism, where practicable. It should be ensured that these locks are relocked after works are carried out to ensure the access remains restricted.

3.5.3 Training

Only specifically confined space entry trained workers should conduct work in confined spaces. All workers working near these spaces should be made aware of the nature of the risks, entry permit requirements and the need to refer all entry to properly trained personnel. This may occur via the employee / contractor induction programs that refer to the Confined Space Register.

3.5.4 Record Keeping

- This report must be kept for a period of 5 years after the date of preparation.
- Entry Permits must be kept until the work is completed, or if a notifiable incident occurs, for at least 2 years after the confined space work to which the permit relates is completed.
- A risk assessment for a confined space must be kept for 28 days, or if a notifiable incident occurs in connection with the work to which the assessment relates, for 2 years after the incident occurs.

4. Findings

- A total of 45 confined spaces were identified on site and the details of each confined space identified is presented in the confined space register included in **Appendix 1**.
- The type of confined space and the number of each type of confined space identified on site are tabulated below:

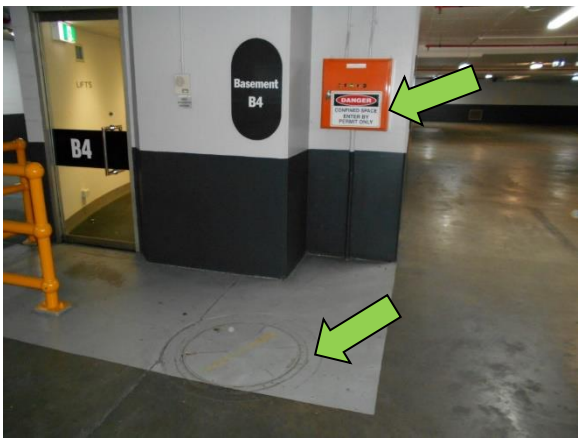
Confined Space Type	No. Present	Labelled?	Secured?
Fire Water Tanks	10	Yes	Yes
Domestic Water Tanks	7	Yes	Yes
Diesel Fuel Tanks + Bund	3	Yes	Yes
Grease Traps	9	No	Yes
Storm Water Pit / Grates / Sumps	11	Yes	Yes
Sewer Sump Pit	4	Yes	Yes
Car Park Lift Sump Pit	1	Yes	Yes

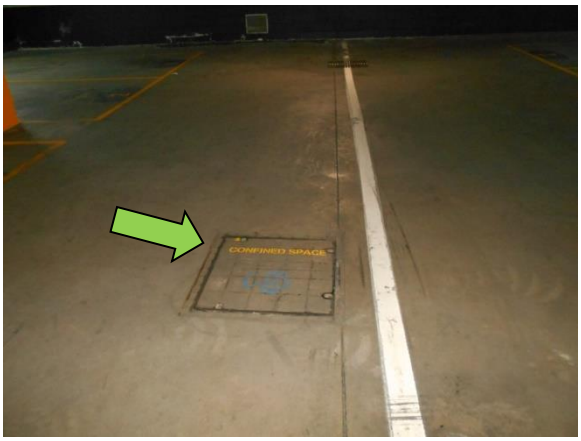
- The type of restricted space and the number of each type of restricted space identified on site are tabulated below:

Restricted Space Type	No. Present	Labelled?	Secured?
Boilers	3	Yes	Yes
Cooling Towers	6	Yes	Yes
Stair Pressure & Smoke Spill Fans	16	Yes	Yes
Air Shaft Risers	2	Yes	Yes
Car Park Wall Cavities	4 Levels	Yes	Yes
Ground Level Ceiling Cavity	1	Yes	Yes

- The majority of confined spaces were not appropriately labelled or signposted. However, the grease traps on Basement Level 2 & Level 37 were not labelled as confined spaces.
- The wall cavities in the basement level car park were labelled as a confined space. These spaces do not meet the criteria of a confined space, however should be treated as a restricted space and a risk assessment carried out prior to access being required.
- No access was given to diesel tanks on Basement Level 4.
- Confined spaces identified on site appeared to be generally appropriately locked or secured to prevent unauthorised access at the time of inspection.
- It is understood that the works within confined spaces are generally performed by contractors and that AMP Capital personnel are not required to enter any confined space.
- The AMP Capital Confined Space Entry Permit system is utilised for the site. Sighted appropriate confined space permits completed by Chase Plumbing on 12/9/2019 for the water tank cleans. Other permits completed by Premo Fuel in March 2019 for the diesel tank access were also viewed.
- RiskTech Compliance understands that contractors will provide emergency response and rescue procedures and plans when confined space entries are undertaken on site. Sighted appropriate emergency rescue procedure and plan by Premo Australia for the fuel tank confined space entry undertaken in March 2019.

Photographs

	
Hydrant tank on Level 53 with appropriate confined spaces signage installed	Domestic water tank on Level 52 with appropriate confined spaces signage installed
	
Water tank on Level 37 with appropriate confined spaces signage installed	Fire tank on Level 37 with appropriate confined spaces signage installed
	
Sewer sump pump pit on Level B4 with appropriate confined spaces signage installed	Car park lift sump pit on Level B4 is secured & appropriately signposted

	
Storm water pit in on Level B4 is secured & appropriately signposted	Car park cavity wall on Level B4 signposted as a Confined Space (not classified as a confined space)
	
No confined space signage was installed on grease traps on Level B2	No confined space signage was installed on grease traps on Level 37

5. Recommendations

- Label confined spaces identified on site (e.g. grease traps) in accordance with the *VIC Occupational Health and Safety Regulations 2017*, the Victorian *Confined Spaces Compliance Code, 2018* and *AS 2865:2009 Confined Spaces*.
- Consider exchanging the confined space signage on the car park wall cavity entry points to 'Restricted Entry Authorised Personnel Only' signage if practical.
- Only confined space-trained contractors or employees should conduct work in the identified confined spaces.
- Ensure a risk assessment specific for the works that are being conducted is completed prior to entry into a confined space. Records of training must be provided prior to entry and working in such a space.
- Retain the Confined Space Register and Risk Assessment and all records on site and review/update the Confined Space Register and Risk Assessment on a regular basis (e.g. every 5 years) or if any changes occur.

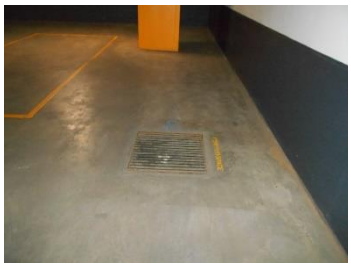
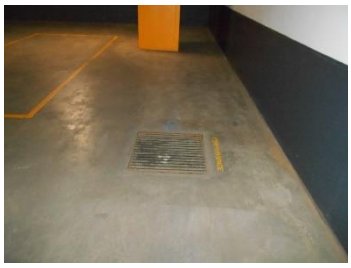
Refer to **Appendix 2** for specific recommendations for each type of confined space.

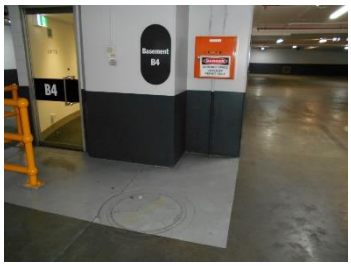
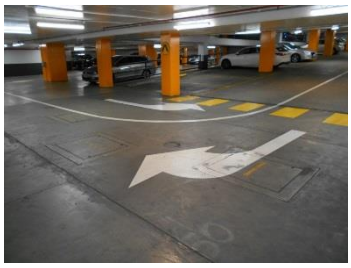
Appendix 1 Confined Space Register

Site:	**600 Little Bourke Street, Melbourne VIC**
Assessed by:	**Matthew Hyde (RiskTech Compliance)** **Date** **2 & 3 October 2019**

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Interior – Level 53				
Sprinkler Water Tanks (No. 1 & 2) (2x 25,000L)	Plant Room, Mezzanine Level	1-2		Yes
Hydrant Water Tanks (No. 3 & 4) (2x 30,000L)	Plant Room adjacent fire pumps	3-4		Yes
Interior – Level 52				
Domestic Water Tank (No. 7) (13,000L)	Corridor adjacent entrance to outer roof area	5		Yes
Interior – Level 37				
Domestic Water Tanks (No. 5 & 6) (2x 20,000L)	Plant Room (ceiling cavity area)	6-7		Yes
Hydrant Break Tanks (No. 5 & 6) (2x 10,000L)	Plant Room	8-9		Yes

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Sprinkler Break Tanks (No. 9 & 10) (2x 10,000L)	Plant Room	10-11		Yes
Grease Trap	Plant Room	12		No
Level 13 – Domestic Water Tank				
Domestic Water Tank (No. 3 & 4) (2x 20,000L)	Plant Room (ceiling cavity area)	13-14		Yes
Interior – Level B2				
Grease Trap (x 8)	Basement car park	15-22		No
Interior – Level B3				
Domestic Water Tank (No. 1 & 2) (2x 44,000L)	Fire Pump Room	23-24		Yes
Fire Water Tank (No. 7 & 8) (2x 30,000L)	Fire Pump Room	25-26		Yes

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Interior – Level B4				
Storm Water Pit (x 3)	Car park north adjacent car park bays 6, 18 & 23	27-29		Yes
Storm Water Grate (x 2)	Car park north adjacent car park bays 1 & 24	30-31		Yes
Sewer Sump Pit (x 3)	Car park north, west side of car park near bay 52	32-34		Yes
Storm Water Pit/Grate (x 2)	Car park south adjacent car Park bays 60 & 74	35-36		Yes
Sewer Sump Pit (x 2)	End of trip sewer sump pit adjacent car park bays 82 & 81	37-38		Yes
Storm Water Sump Pit (x 3)	Car park west side of car park wall near bay 53	39-41		Yes

Confined Space Type	Location	Confined Space No.	Photo	Signage Present
Sump Pit	Car park lift sump pit adjacent lift foyer doors	42		Yes
Diesel Storage Tank Room	Basement Level 4 opposite lifts	43		Yes
Diesel Tanks (2x 16,000L)	Basement Level 4 opposite lifts	44-45		Yes

Appendix 2 Restricted Space Register

Site:	**600 Little Bourke Street, Melbourne VIC**
Assessed by:	**Matthew Hyde (RiskTech Compliance)** **Date** **2 & 3 October 2019**

Restricted Space Type	Location	No. Spaces.	Photo	Signage Present
Boilers	Level 51, Boiler Room	3		Yes
Cooling Towers	Level 51, Cooling Tower Area	6		Yes
Stair Pressure Fans & Smoke Spill Fans	Level 51 & 37 & 13 Plant Rooms	16		Yes
Return Air Shaft Risers	Level 25	2	-	Yes
Car Park Wall Cavity	Basement car park levels	4 Levels		Incorrectly Labelled Confined Space
Ground Floor Ceiling Cavity	Access via Level 2 Plant Room	1		Yes

Appendix 3 Confined Space Risk Assessments

CONFINED SPACE RISK ASSESSMENT

Site Location:	600 Little Bourke, Melbourne VIC
Assessment by:	Matthew Hyde (RiskTech Compliance) **Date:** 2 & 3 Oct 2019
Type of Confined Space	Water Tanks
Confined Space Locations:	Various Levels – Plant Rooms

Does the Location meet the Requirements of a Confined Space?	**Yes**	**No**
• is, or is intended to be, or is likely to be, entered by any person; and	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

Hazard	**Risk Ranking**
Restricted entry or exit	**High**
Harmful airborne contaminants	**Medium**
Unsafe oxygen level	**Medium**
Fire and explosion	**Low**
Engulfment	**High**
Uncontrolled introduction of substances	**High**
Biological hazard	**Medium**
Mechanical hazards	**Low**
Electrical hazards	**Low**
Skin contact with hazardous substances	**Low**
Manual tasks	**Low**
Radiation	**Low**
Environmental hazards	**Low**
Hazards outside confined space (eg; traffic hazards)	**Low**

Comments / Recommendations

The water tanks were in a suitable secured plant room, the access hatches were locked to prevent unauthorised access.
The water tanks were appropriately labelled as a confined space.
Ensure access to water tank is restricted to authorised/trained personnel.
Ensure the confined space entry permit is filled out prior to works commencing.
Refer to Sections 3 and 5 of this report for further control information and recommendations.

CONFINED SPACE RISK ASSESSMENT

Site Location:	600 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	2 & 3 Oct 2019
Type of Confined Space	Grease Traps x 9		
Confined Space Locations:	Level B2 Car Park & Level 37 Plant Room		

Does the Location meet the Requirements of a Confined Space?	**Yes**	**No**
• is, or is intended to be, or is likely to be, entered by any person; and	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

Hazard	**Risk Ranking**
Restricted entry or exit	**Low**
Harmful airborne contaminants	**High**
Unsafe oxygen level	**High**
Fire and explosion	**Medium**
Engulfment	**High**
Uncontrolled introduction of substances	**Medium**
Biological hazard	**Medium**
Mechanical hazards	**Low**
Electrical hazards	**Low - Medium**
Skin contact with hazardous substances	**High**
Manual tasks	**Medium**
Radiation	**Low**
Environmental hazards	**Low**
Hazards outside confined space (eg; traffic hazards)	**Medium**

Comments / Recommendations

The grease traps were suitably secured to reduce the risk of unauthorised access.

The grease traps were not appropriately labelled as confined spaces. It is recommended these spaces be labelled as confined spaces where practical.

Ensure access to grease traps is restricted to authorised/trained personnel.

Ensure the confined space entry permit is filled out prior to works commencing.

Refer to Sections 3 and 5 of this report for further control information and recommendations.

CONFINED SPACE RISK ASSESSMENT

Site Location:	600 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	2 & 3 Oct 2019
Type of Confined Space	Diesel Tanks x 2		
Confined Space Locations:	Level B4 Car Park		

Does the Location meet the Requirements of a Confined Space?	**Yes**	**No**
• is, or is intended to be, or is likely to be, entered by any person; and	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

Hazard	**Risk Ranking**
Restricted entry or exit	**Medium**
Harmful airborne contaminants	**High**
Unsafe oxygen level	**Medium**
Fire and explosion	**High**
Engulfment	**Low - Medium**
Uncontrolled introduction of substances	**Low**
Biological hazard	**Medium**
Mechanical hazards	**Low - Medium**
Electrical hazards	**Medium - High**
Skin contact with hazardous substances	**Medium**
Manual tasks	**Medium**
Radiation	**Low**
Environmental hazards	**Low**
Hazards outside confined space (eg; traffic hazards)	**High**

Comments / Recommendations

No access was given to diesel tanks on Level B4.
Ensure access to Diesel Tanks is restricted to authorised/trained personnel.
Ensure the confined space entry permit is filled out prior to works commencing.
Refer to Sections 3 and 5 of this report for further control information and recommendations.

CONFINED SPACE RISK ASSESSMENT

Site Location:	600 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	2 & 3 Oct 2019
Type of Confined Space	Storm Water Pits x4 / Grates x 2 / Sump Pits x3		
Confined Space Locations:	Level B4 Car Park		

Does the Location meet the Requirements of a Confined Space?	**Yes**	**No**
• is, or is intended to be, or is likely to be, entered by any person; and	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

Hazard	**Risk Ranking**
Restricted entry or exit	**Medium**
Harmful airborne contaminants	**Medium**
Unsafe oxygen level	**Medium**
Fire and explosion	**Low**
Engulfment	**Low**
Uncontrolled introduction of substances	**Medium**
Biological hazard	**Low**
Mechanical hazards	**Medium**
Electrical hazards	**Medium - High**
Skin contact with hazardous substances	**Low**
Manual tasks	**Medium**
Radiation	**Low**
Environmental hazards	**Low**
Hazards outside confined space (eg; traffic hazards)	**Low**

Comments / Recommendations

The Storm water pits/grates/sumps were suitably secured to reduce the risk of unauthorised access, and appropriately labelled as a confined space.

Ensure access to the pits/grates/sumps is restricted to authorised/trained personnel.

Ensure the confined space entry permit is filled out prior to works commencing.

Refer to Sections 3 and 5 of this report for further control information and recommendations.

CONFINED SPACE RISK ASSESSMENT

Site Location:	600 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	2 & 3 Oct 2019
Type of Confined Space	Sewer Sump Pit x4		
Confined Space Locations:	Level B4 Car Park		

Does the Location meet the Requirements of a Confined Space?	**Yes**	**No**
• is, or is intended to be, or is likely to be, entered by any person; and	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

Hazard	**Risk Ranking**
Restricted entry or exit	**Medium**
Harmful airborne contaminants	**High**
Unsafe oxygen level	**High**
Fire and explosion	**Medium**
Engulfment	**High**
Uncontrolled introduction of substances	**Medium**
Biological hazard	**High**
Mechanical hazards	**Low**
Electrical hazards	**Low**
Skin contact with hazardous substances	**High**
Manual tasks	**Medium**
Radiation	**Low**
Environmental hazards	**Low**
Hazards outside confined space (eg; traffic hazards)	**Low**

Comments / Recommendations

The sewer sump pits were suitably secured to reduce the risk of unauthorised access.
The sewer sump pits were appropriately labelled as a confined space.
Ensure access to sewer sump pits is restricted to authorised/trained personnel.
Ensure the confined space entry permit is filled out prior to works commencing.
Refer to Sections 3 and 5 of this report for further control information and recommendations.

CONFINED SPACE RISK ASSESSMENT

Site Location:	600 Little Bourke, Melbourne VIC		
Assessment by:	Matthew Hyde (RiskTech Compliance)	**Date:**	2 & 3 Oct 2019
Type of Confined Space	Car Park Lift Sump Pit		
Confined Space Locations:	Basement Level 4		

Does the Location meet the Requirements of a Confined Space?	**Yes**	**No**
• is, or is intended to be, or is likely to be, entered by any person; and	Yes	No
• 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	Yes	No
• is, or is intended to be, at normal atmospheric pressure while any person is in the space; and	Yes	No
• contains, or is intended to contain, or is likely to contain:		
▪ an atmosphere that has a harmful level of any contaminant; or	Yes	No
▪ an atmosphere that does not have a safe oxygen level, or	Yes	No
▪ any stored substance, except liquids, that could cause engulfment	Yes	No

Hazard	**Risk Ranking**
Restricted entry or exit	**Medium**
Harmful airborne contaminants	**Medium**
Unsafe oxygen level	**Medium**
Fire and explosion	**Low**
Engulfment	**Low**
Uncontrolled introduction of substances	**Medium**
Biological hazard	**Low**
Mechanical hazards	**Medium**
Electrical hazards	**Medium - High**
Skin contact with hazardous substances	**Low**
Manual tasks	**Medium**
Radiation	**Low**
Environmental hazards	**Low**
Hazards outside confined space (eg; traffic hazards)	**Low**

Comments / Recommendations

The sump pit was suitably secured to reduce the risk of unauthorised access.
The sump pit was appropriately labelled as a confined space.
Ensure access to sump pit is restricted to authorised/trained personnel.
Ensure the confined space entry permit is filled out prior to works commencing.
Refer to Sections 3 and 5 of this report for further control information and recommendations

Appendix 4 Risk Assessment Matrix

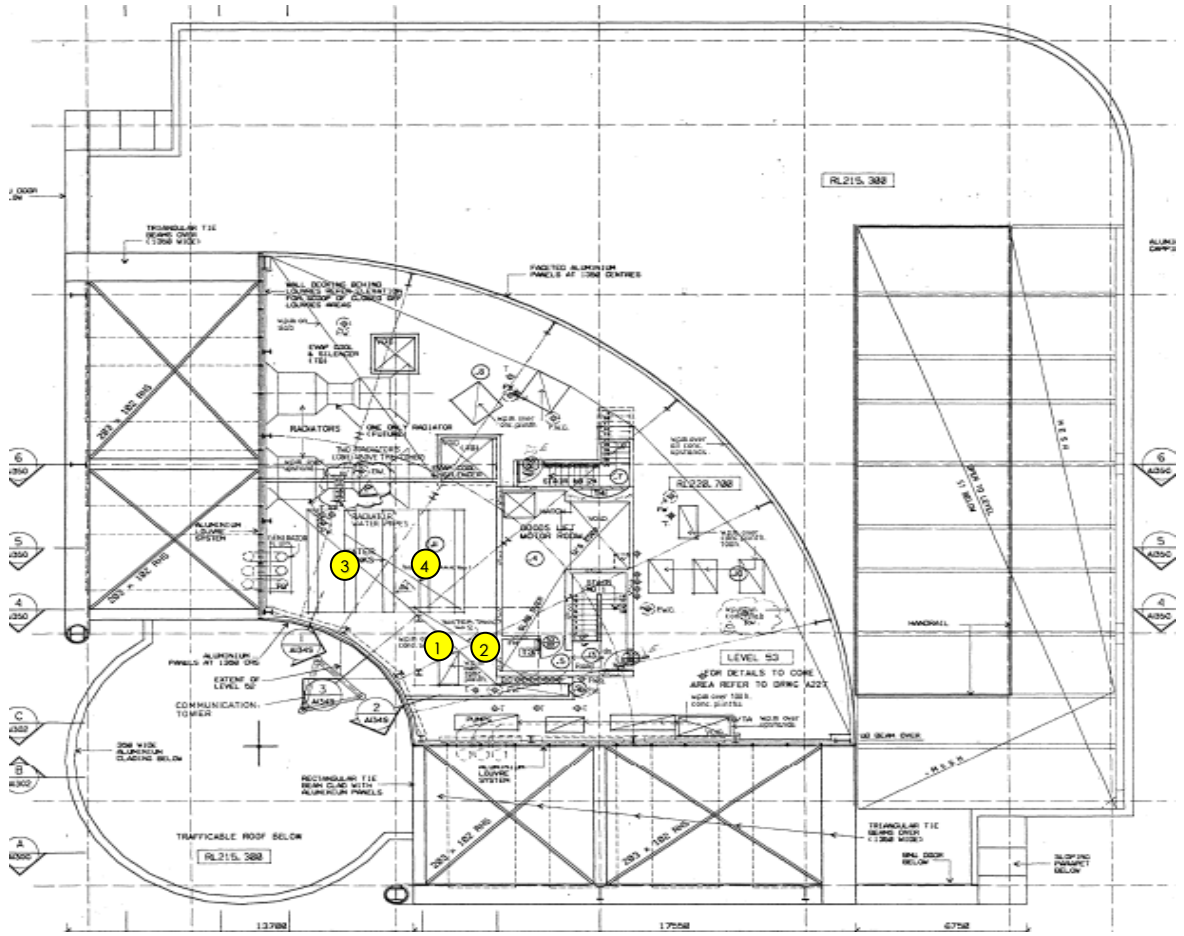
Step 1. Determine most likely Consequence	
Catastrophic	Fatality, traumatic injury, or property damage to the extent of $100,000 or catastrophic environmental impact (immediate report to Regulator). Major public alarm, media involvement.
Major	Injury / illness resulting in multiple days incapacitation, or asset damage to $50,000-$100,000. Pollutant discharged - medium term impact. Public alarm. Environmental notice received from Regulator
Moderate	Injury requiring medical treatment, property damage from $20,000 to $50,000. Moderate environmental impact. Discharge contained on site. No requirement to report to regulator
Minor	Injury resulting in first aid treatment, minimal environmental impact, property damage less than $5,000 to $20,000 Minimal environmental impact. Discharge contained in immediate vicinity. No requirement to report to Regulator.
Insignificant	No first aid treatment or medical treatment required, negligible property damage less than $5,000. No or insignificant environmental impacts identified.

Step 2. Determine Likelihood of the Consequence occurring	
Almost Certain	The event is highly likely to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event, whilst unlikely, may occur in some circumstances
Unlikely	The event is unlikely to occur but cold occur at some time.
Rare	It is highly unlikely that the event occur, however it could in exceptional circumstances.

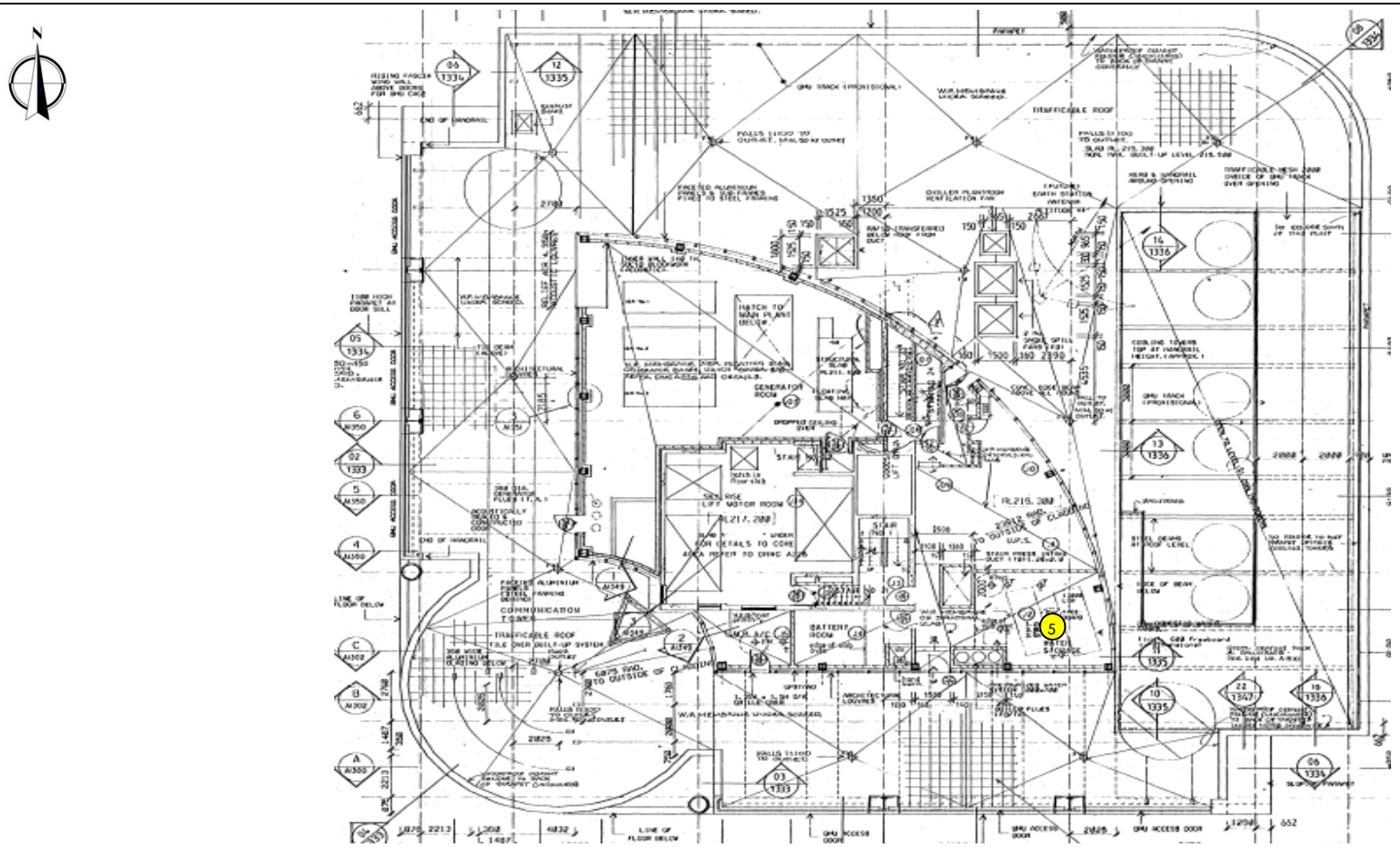
Step 3. Determine Level of Risk (Consequence x Likelihood)

Likelihood	Consequence				
	Insignificant	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost Certain	High	High	Extreme	Extreme	Extreme
Likely	Medium	High	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Rare	Low	Low	Medium	High	High

Appendix 5 Site Plans



RISKTECH Compliance	**Legend** Water Tank	Consultant: Matthew Hyde	**Confined Space Location Plan**
		Date: 2 & 3 Oct 19	600 Bourke Street, Melbourne VIC
		Note: plan not to scale	**Level 53 Plant Room** — Plan 1 of 9

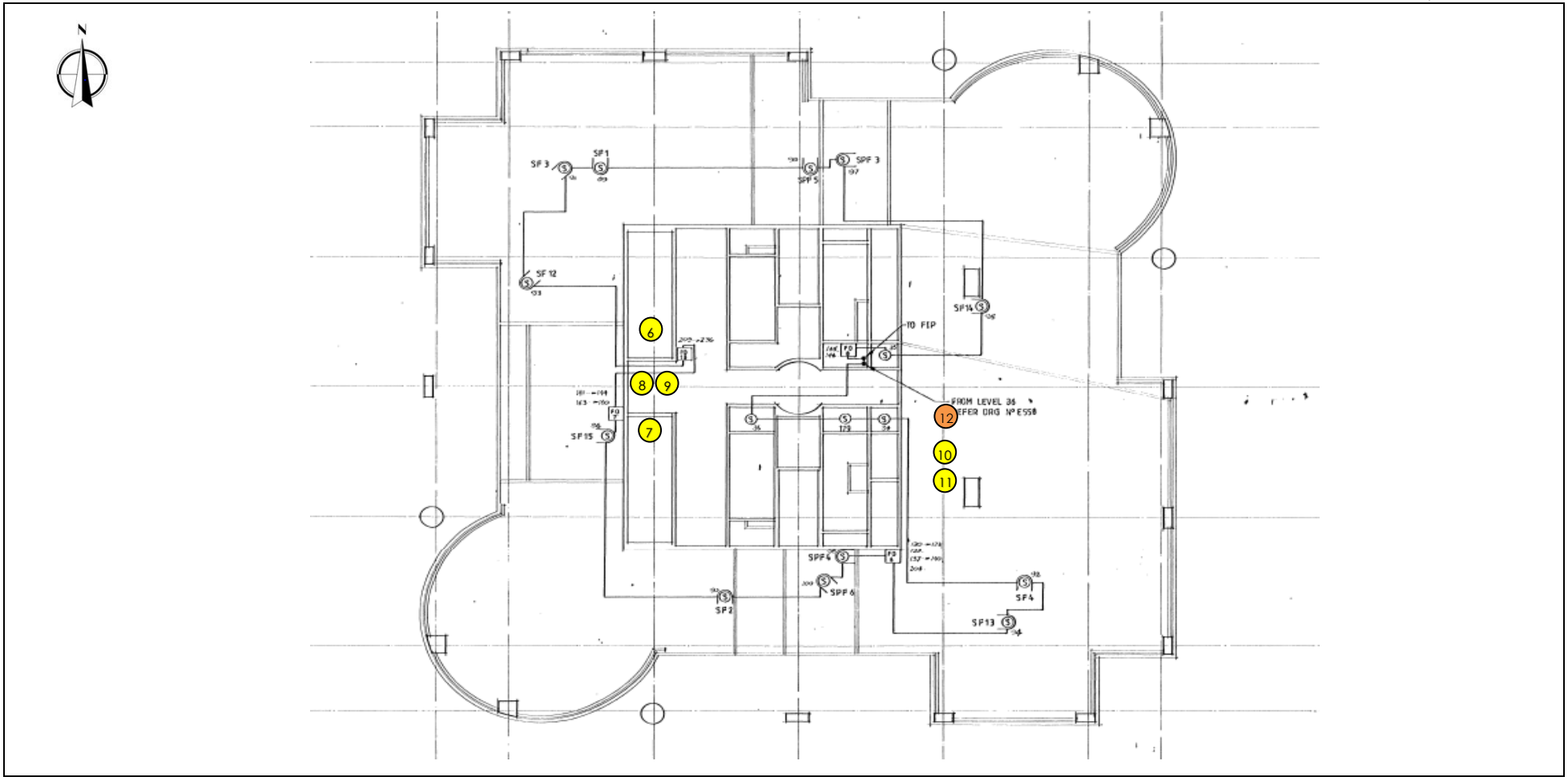


RISKTECH Compliance

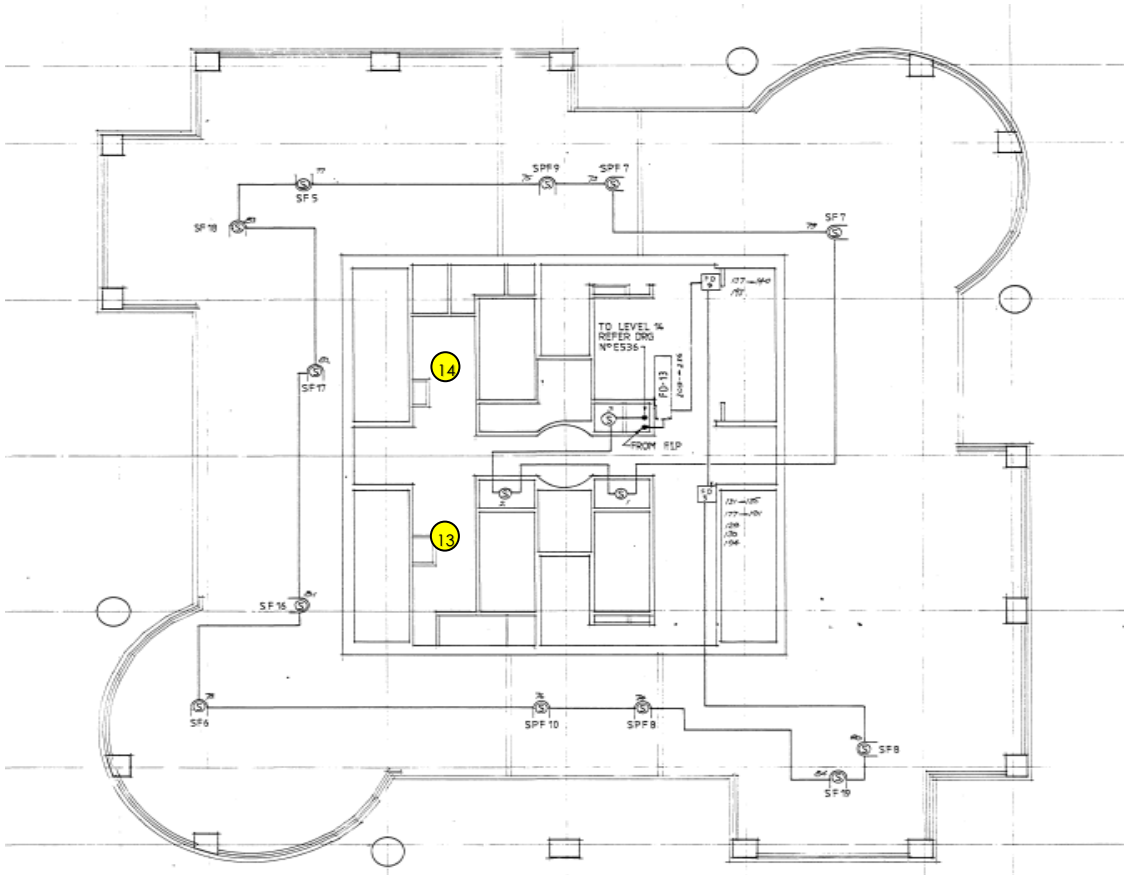
Legend

Water Tank

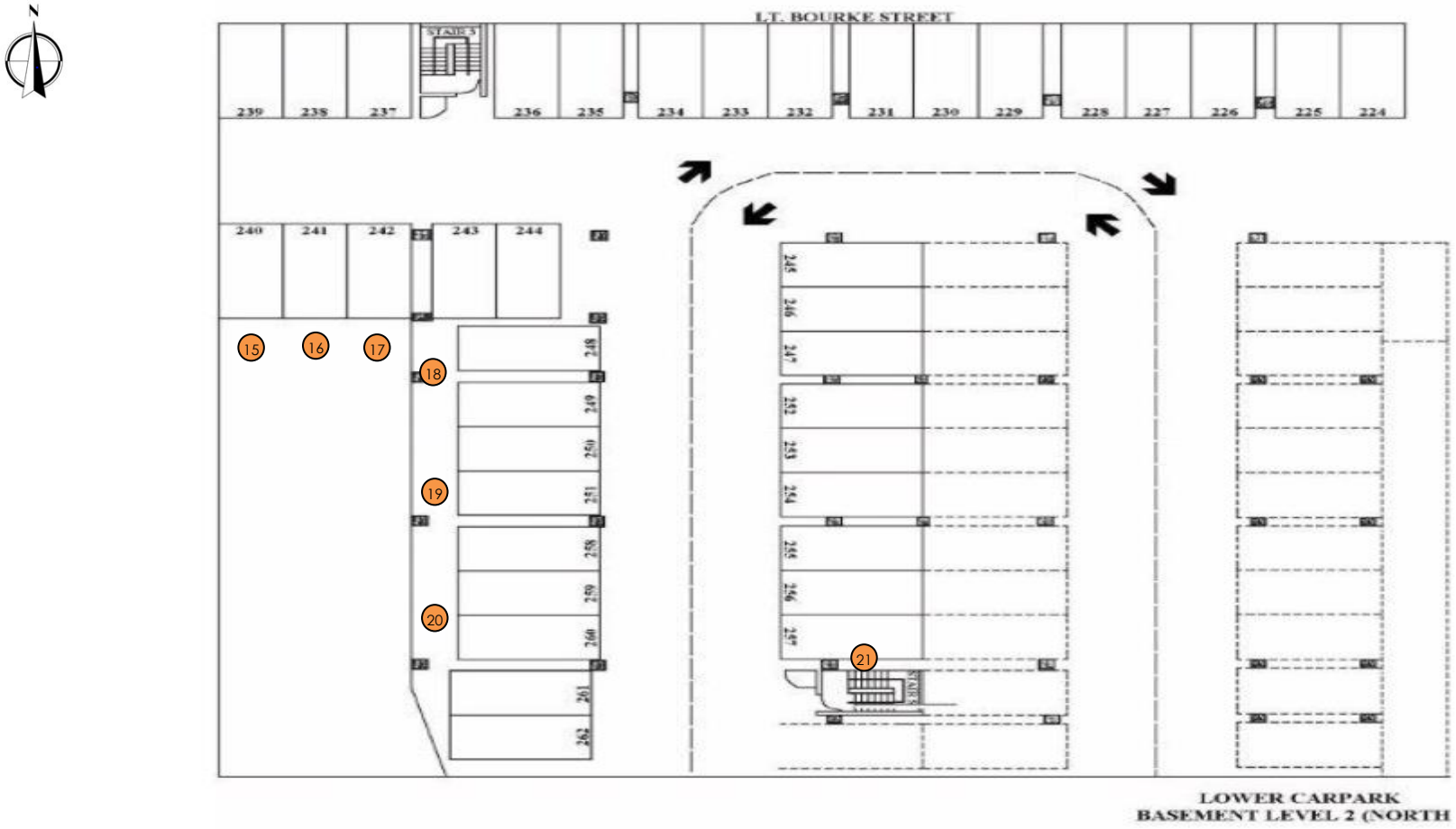
Consultant: Matthew Hyde	**Confined Space Location Plan**	
Date: 2 & 3 Oct 19	600 Bourke Street, Melbourne VIC	
Note: plan not to scale	**Level 52 Plant Room**	Plan 2 of 9



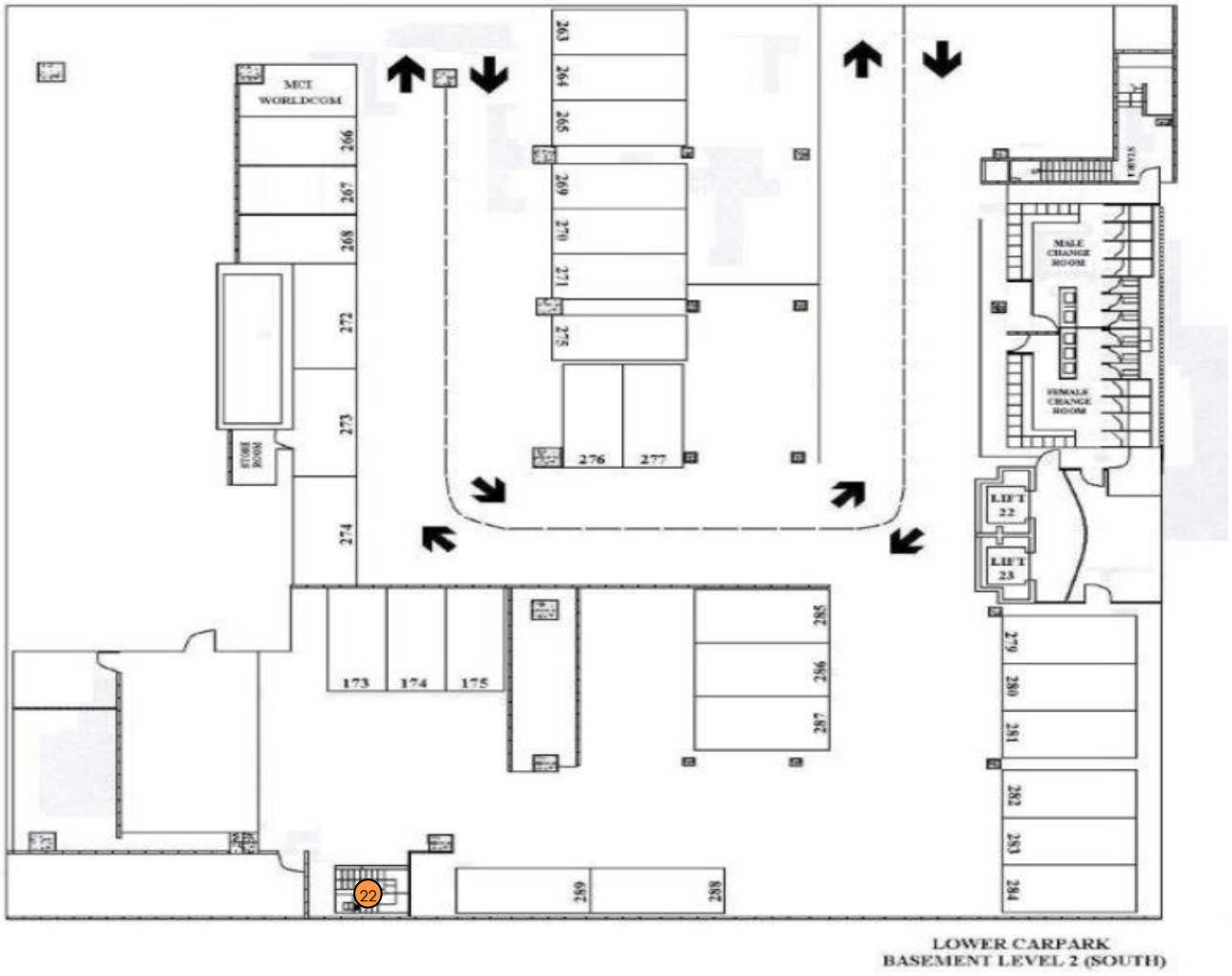
RISKTECH Compliance	**Legend** Water Tanks Grease Trap	Consultant: Matthew Hyde	**Confined Space Location Plan**	
		Date: 2 & 3 Oct 19	600 Bourke Street, Melbourne VIC	
		Note: plan not to scale	**Level 37 Plant Room**	Plan 3 of 9



RISKTECH Compliance	**Legend** Water Tanks	Consultant: Matthew Hyde	**Confined Space Location Plan**
		Date: 2 & 3 Oct 19	600 Bourke Street, Melbourne VIC
		Note: plan not to scale	**Level 13 Plant Room** — Plan 4 of 9



RISKTECH Compliance	**Legend** Grease Traps	Consultant: Matthew Hyde Date: 2 & 3 Oct 19 Note: plan not to scale	**Confined Space Location Plan** 600 Bourke Street, Melbourne VIC **Basement Level 2 (B2) North** — Plan 5 of 9

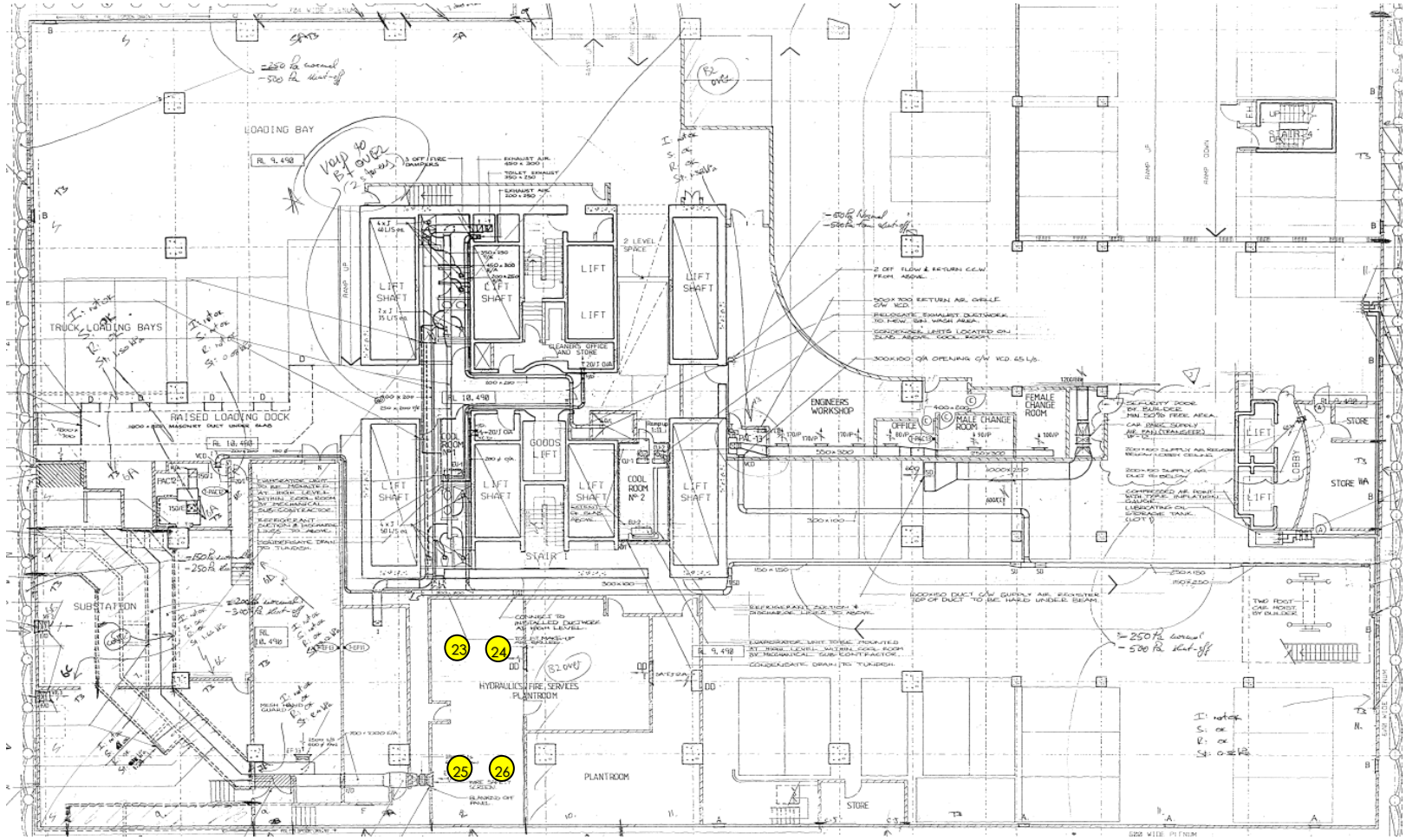


RISKTECH Compliance

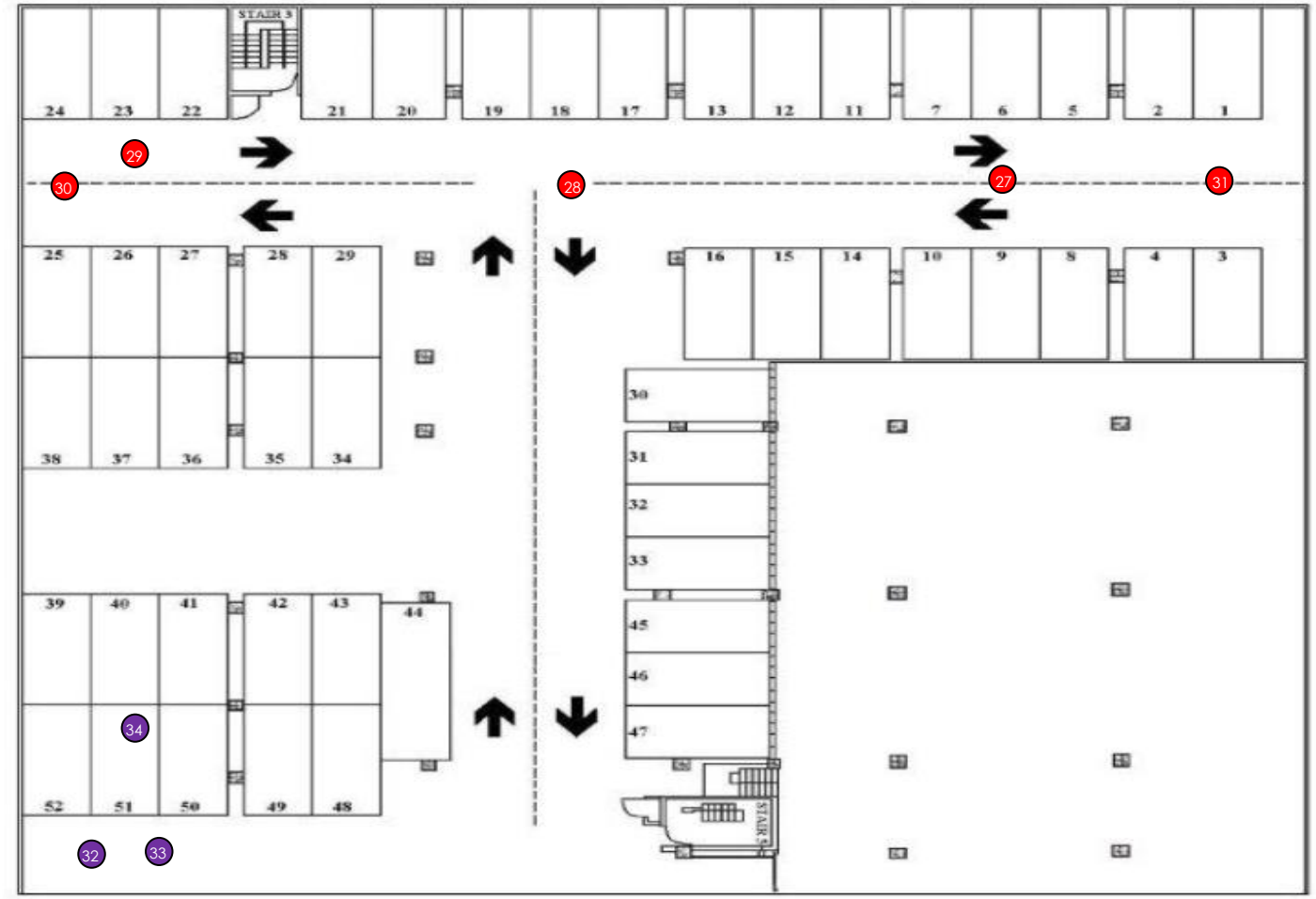
Legend

Grease Trap

Consultant:	Matthew Hyde	**Confined Space Location Plan**	
Date:	2 & 3 Oct 19	600 Bourke Street, Melbourne VIC	
Note: plan not to scale		**Basement Level 2 (B2) South**	Plan 6 of 9



RISKTECH Compliance	**Legend** Water Tanks	Consultant: Matthew Hyde	**Confined Space Location Plan**
		Date: 2 & 3 Oct 19	600 Bourke Street, Melbourne VIC
		Note: plan not to scale	**Basement Level 3 (B3)** — Plan 7 of 9



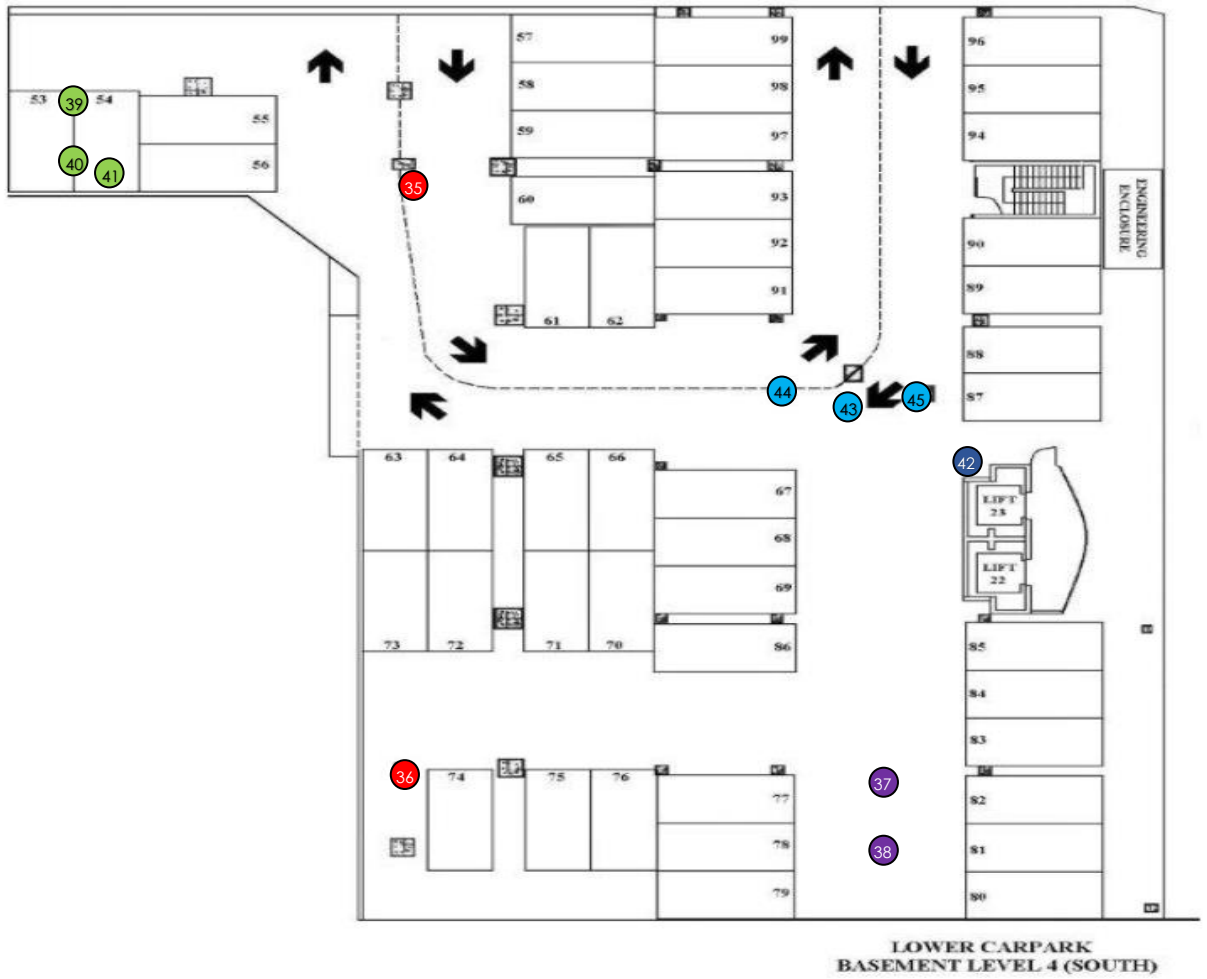
LOWER CARPARK
BASEMENT LEVEL 4 (NORTH)

RISKTECH Compliance

Legend

- Sewer Sump Pit
- Storm Water Drains & Access Pit

Consultant:	Matthew Hyde	**Confined Space Location Plan**	
Date:	2 & 3 Oct 19	600 Bourke Street, Melbourne VIC	
Note: plan not to scale		**Basement Level 4 (B4) North**	Plan 8 of 9



RISKTECH Compliance	**Legend** Storm Water Sump Pit Carpark Lift Sump Pit Sewer Sump Pit Underground Fuel Tank Storm Water Drains	Consultant: Matthew Hyde Date: 2 & 3 Oct 19 Note: plan not to scale	**Confined Space Location Plan** 600 Bourke Street, Melbourne VIC **Basement Level 4 (B4) South**	Plan 9 of 9