



# Plan of Management

100 Broadway Building  
For Graduate School of Health

# Contents

<b>1</b>	<b>Site and Locality Details</b>	<b>1</b>
1.1	Site Details	1
1.2	Tenancy Specifics	1
1.3	Access	2
<b>2</b>	<b>Operational Details</b>	<b>3</b>
2.1	Organisational Overview	3
2.2	Hours of Operation	3
2.3	Noise	3
2.4	Security and Safety	4
<b>3</b>	<b>Management Measures</b>	<b>6</b>
3.1	Hazardous Chemicals	6
3.2	Hazardous Waste	6

# 1 Site and Locality Details

## 1.1 Site Details

Central Park is located on the southern edge of the Sydney Central Business District (CBD) on Broadway in close proximity to the University of Technology Sydney, Central Station, and Broadway Shopping Centre.

Block 4N is located at the north western corner of the Central Park site and is bounded by Broadway to the north, Central Park Avenue to the south, Chippendale Way to the east, and Abercrombie Street to the west.

The Block 4N site occupies an area of 4,111m<sup>2</sup> and is currently under construction (near completion), including refurbishment of the existing Australian Hotel and three terrace houses located at the north-western corner of the site.

## 1.2 Tenancy Specifics

UTS will occupy the currently approved commercial use tenancy located on level 5 to level 10 (six floors) within Block 4N. The commercial tenancy has 26 car parks allocated to its use located on level basement B3 within Block 4N. Access to the car parks within the basement is through a secure entry point at ground level off Abercrombie Street. The 26 car park spots will be allocated to UTS staff who will be issued with a security swipe card to gain access to the car park on basement level B3.

UTS staff wishing to use Block 4N end of trip facilities located on basement level B1 will have to apply for a security swipe card to gain access into the basement to use the facilities.

Above the commercial use tenancy is 6 floors of residential accommodation. Below the tenancy is a childcare facility located across level 3 and level 4 of Block 4N.

The primary use of the tenancy is to house the Graduate School of Health (GSH). The proposed tenancy fit out will provide accommodation to support academic staff, postgraduate research students and postgraduate coursework students as well as a multidisciplinary teaching clinic. For specific details of the layouts please reference the plans submitted as part of the application package identified below;

Drawing No.	DA-01	Cover Sheet
Drawing No.	DA-02	Level 05 General Arrangement Plan
Drawing No.	DA-03	Level 06 General Arrangement Plan
Drawing No.	DA-04	Level 07 General Arrangement Plan
Drawing No.	DA-05	Level 08 General Arrangement Plan
Drawing No.	DA-06	Level 09 General Arrangement Plan
Drawing No.	DA-07	Level 10 General Arrangement Plan

The multidisciplinary teaching clinic will be located on level 07 of Block 4N and will be open to the public to receive health care services from the GSH staff and students.

Office accommodation for GSH staff and postgraduate research student is spread across half floor plates on levels 5 to 6 and levels 8, 9 & 10.

The teaching and learning spaces are located on levels 5 to 6 and levels 9 & 10

Research facilities are located on half a floor plate on level 8.

## 1.3 Access

The commercial tenancy in Building 4N is serviced by three dedicated lifts. Access to the lifts are via several locations;

- The main entrance to the commercial tenancy and dedicated lift lobby is located on ground level accessibly by pedestrians only. Two walkways are available from Broadway or Abercrombie Street. These walkways are secured after hours by a locked gate.
- There is a second entry point into building 4N from Central Park Way which provides access to the rear of the building. Two of the three dedicated lifts can be accessed at this level of the building via a secure lobby. Access into the building and tenancy lobby entry is secure after hours.
- A third access point to the lifts is via the basement on level B3 to be utilised by UTS staff arriving by car or bicycle.
- The dedicated tenancy lifts also stop and pick up at basement levels B1 & B2 to providing access to the loading dock and the tenancies dedicated refuse room.

## 2 Operational Details

### 2.1 Organisational Overview

UTS is a dynamic and innovative university in central Sydney. One of Australia's leading universities of technology, UTS has a distinct model of learning, strong research performance and a leading reputation for engagement with industry and the professions.

The Graduate School of Health (GSH) aims to produce health professionals and researchers who are patient-centered, collaboratively solve complex health problems, manage multi-faceted challenges and lead innovative change. GSH graduates will facilitate translation of evidence into practice. The proposed fit out of the tenancy will support and cultivate GSH's vision.

### 2.2 Hours of Operation

The hours of operation for the currently approved commercial tenancy is 8am to 9pm Monday to Friday.

UTS staff will work standard business hours between 8am and 6pm Monday to Friday.

Higher degree research (HDR) students will work more flexible hours between 8am and 9pm Monday to Friday.

Classes for postgraduate coursework students will be timetabled between 8am and 9pm.

The multidisciplinary clinic will be open to the public between 8am and 9pm Monday to Friday.

A maximum of 300 postgraduate coursework students will be in attendance in the Lettable Area for coursework at the same time. This will be managed through timetabling of the teaching and learning facilities.

160 higher degree research (HDR) students will be enrolled and provided with a dedicated workstation or work point within the general office accommodation. The HDR students will utilise the research facilities located on level 08.

The 120 academic staff and support staff who work for GSH will have offices and dedicated workstations as well as support facilities such as meeting rooms, breakout spaces and utility areas across 5 levels of the commercial tenancy.

The multidisciplinary clinic will have 4 registered GPs and supported by 2 full time nurses. Postgraduate coursework students will work within the clinic to obtain the required hours of experience required to obtain a qualification in their chosen field. Students will be supervised by academic staff at all times when working in the clinic.

The public will be able to make appointments to see a health care professional between the hours of 8am and 6pm. Special clinical health care events may, on occasion, be held within the clinic between 6pm and 9pm.

### 2.3 Noise

The work and activities undertaken by the GSH on a daily basis by nature are unlikely to generate noise sufficient to constitute a disturbance of the peace, affect the adjacent tenancies within Block 4N or the local neighbourhood. However, if a disturbance was to occur a member of the public could contact UTS Security Services who would further investigate the report and direct any complaint to the responsible person within the GSH or university. The contact details for UTS Security Services are as follows;



- Call 9514 1192 for general enquiries
- Email: security.general@uts.edu.au
- Visit a security office in the UTS Tower or UTS Library

## 2.4 Security and Safety

### 2.4.1 UTS Security Services

The Security Services branch is responsible for ensuring the safety of UTS staff, students and visitors. This portfolio includes the protection of both personal property and university property. We work by establishing pro-active strategies to prevent incidents. These strategies are supported by security patrols, management of electronic security systems and regular liaison with university and external stakeholders. We follow up and investigate all incidents referred to us.

Security is the first point of contact for all types of emergencies and safety and security services, including crime prevention and security information; 24-hour public assistance; access control, alarm management and CCTV; security inspections and consultation; incident and emergency response; car parking; lost and found items; departmental and internal investigations; special event security; and crime prevention education information awareness programs; keys and locks; and the security shuttle bus

Due to its position, the 100 Broadway tenancy has been classified as part of the Broadway precinct. The 100 Broadway building is identified as UTS City Building 20 or CB.20 and will form part of a greater UTS city campus.

Within CB.20 an office has been dedicated to UTS Security Services for them to effectively conduit their business and support the facility. This office has been located on the Clinic floor on level 07 as it has been identified as the highest risk area with members of the public visiting the premises to obtain health care services. A security officer will be on duty to support the facility during operational hours 8am to 9pm. Outside of business hours, a patrol of the facility will be conducted every 4 hours and intermittent electronic patrols via CCTV from the 24 hour Security Control Room.

In the event of an emergency anyone on campus can DIAL 6 from a UTS landline or 1800 249 559 from a mobile (freecall) to obtain help from UTS Security Services.

### 2.4.2 Safety & Wellbeing

**Safety & Wellbeing** is a branch of the UTS Human Resources Unit whose primary role is the co-ordination of the UTS health and safety management system. Their role is to provide support to the University community on all health and safety, injury management and wellbeing activities. These include:

- Setting the direction and policy for health and safety across the University
- Ensuring a consistent and coordinated approach to the management of health and safety across the University
- Providing advice and support for our clients on general health and safety matters and in specialist areas such as biosafety, chemicals, radiation, rehabilitation and injury management
- Managing early intervention programs and coordinating staff wellbeing initiatives and programs (including rehabilitation and workers' compensation).

UTS is committed to supporting a positive health and safety culture and ensuring, as far as practicable, a safe and healthy environment for its staff, students, volunteers, visitors and contractors in which to work and study.

**Safety and Wellbeing** have established policies for the safety and wellbeing of staff and students. They provide practical information for managing the health and safety risks associated with a variety of activities that occur on campus. These include:

- Building and Construction
- Event management
- Hazardous Waste Disposal
- Research
- School Excursions to UTS
- Service Providers / Contractors
- Teaching and Learning
- Visitors
- Working Alone or After-hours

**Safety and Wellbeing** are responsible for the management of the HIRO (Hazard and Incident Reporting Online) system. All incidents - hazards, accidents or near misses - at UTS are reported within 24 hours of occurrence by using the HIRO system.

Reporting Incidents - No matter where an incident occurs (whether on campus or on UTS business) it must be reported in HIRO. Managers and supervisors submit a HIRO report if their staff member (or student) lets them know about something and they are unable to report it themselves.

## 3 Management Measures

UTS has defined policies and protocols in place for Hazardous Chemicals and Hazardous Waste. All staff and students handling hazardous materials will be trained to the appropriate level to meet individual's requirements of use and exposure.

### 3.1 Hazardous Chemicals

The amount of hazardous chemicals being used and stored within the 100 Broadway tenancy will be minor, in very small quantities and limited to the Clinic and research spaces only. There are no wet laboratories being provided in the 100 Broadway tenancy fit out. Any wet lab test work required by GSH will be undertaken in a purpose built facility on the main UTS campus. The GSH currently have access to a PC2 laboratory located in UTS CB.07, Science building level 04 which they will continue to use.

#### 3.1.1 Management of Hazardous Chemicals

UTS has set guidelines for the management of hazardous chemicals, which GSH will implement at 100 Broadway facility. This starts with a risk assessment to manage the risk.

At UTS, persons responsible for managing a 'hazardous chemical' are required to:

- Identify the hazardous properties of the chemical by reading the label and manufacturer Safety Data Sheet
- Assess the risk of using that chemical, considering its hazardous properties, the possibility for harmful reactions, and the nature of the work with the chemical
- Control, or minimise, the risk of harm to persons using the chemical.
- A Risk Assessment for Use of a Hazardous Chemical is undertaken for all chemicals. UTS provides a standard template form to aid staff in this process

A risk assessment must be completed by anyone who intends to use a hazardous chemicals. To assist in conducting the risk assessment UTS staff have access to the following:

- Downloadable Risk Assessment for Use of a Hazardous Chemical (Word 89Kb Doc) is available on UTS intranet, to complete the assessment, or
- Alternatively, the Online Chemical Inventory Database (OCID) which can be used to assist in documenting and keeping track of your assessments.

Each assessment will be reviewed at least every five years, or whenever the use of the substance is changed, or whenever new information about the substance becomes available. The risk assessment will also consider the storage requirements of each chemical. All staff and students handling chemicals will be made aware of any risk from incompatibilities of chemicals with other chemicals and any special precautions that must be taken in their use and storage of.

At 100 Broadway the clinic manager will be responsible for maintaining a register, or inventory, of hazardous chemicals used within the clinic. Similarly, research supervisors will be responsible for use in the research spaces.

### 3.2 Hazardous Waste

Hazardous Waste will be generated within the clinic in the form of infectious waste and Sharps only.



### **3.2.1 Management of Hazardous Waste**

Infectious waste will be gathered at source in bins lined with autoclave bags. The autoclave bags will be placed within the individual consult rooms which make up the clinic and any other locations such as research facilities, as is required. It is the responsibility of the clinical staff to collect the autoclave bags each day and place them in a yellow UTS bin. The yellow UTS bins are clearly identified as Clinical Waste by their colour and have appropriate hazard warning signs adhered to them. The bin(s) will be stored in a dedicated store which will be secure.

Similarly, Sharps will be collected at source and placed in a container that complies with Australian Standard AS 4031:1992 "Non-reusable containers for the collection of sharp medical items used in health care areas". When containers are full it is the responsibility of the clinic staff to place the Sharps containers in a yellow UTS bin.

UTS employ a Clinical Waste Disposal contractor to collect the yellow bins and appropriately treat the waste offsite. The contractor will collect the yellow UTS bin(S) directly from site out of the secure store. They will also replace with empty bins for future collection. The frequency of the collection will be reviewed regularly to ensure removal of waste is appropriate to level of generation. However, initially collection will be monthly which may increase to fortnightly depending on demand. The current service provider of Clinical Waste Disposal Daniels Health.

The location of the yellow bin store could be on the clinic floor or in a purpose built storage cage in the basement. The yellow UTS bin store will be located in a secure room on the clinic floor. The service provider would collect the bins directly off the clinic floor and replace with empty bins for continued use.